

HELENA HOUSING AUTHORITY

Snow Removal Technician

October 2024

Classification: NON-EXEMPT

Grade: not-classified

Wage Range: \$18.00 (entry), \$21.00 (mid), \$24.00 (max)

REPORTS TO: Facilities Manager

POSITION OVERVIEW:

The **Snow Removal Technician** is responsible for performing a variety of manual and semiskilled tasks in snow removal efforts to maintain orderly, functional, safe access on Helena Housing Authority (HHA) managed properties. Duties include being responsive to anticipated weather events and requests from Facilities Manager for snow removal services by shoveling, using ATV- and truck-mounted plows, and de-icer application.

The position will provide proper upkeep of sidewalks, driveways, parking lots, or other rights of way, and will perform minor repairs and preventative maintenance on machines, tools and equipment.

ESSENTIAL DUTIES AND FUNCTIONS:

A. Snow Removal 85%

Perform a variety of manual and semiskilled tasks in snow removal efforts to maintain orderly, functional, safe access on Helena Housing Authority (HHA) managed properties.

1. Perform snow removal tasks for designated sites including parking lots and sidewalks, ensuring snow and ice are cleared within 24 hours of snowfall registering one inch or more.
2. Operate ATV-mounted and truck-mounted snow plows and shovels to clear snow and ice. Ensure safe operation of all equipment.
3. Place snow in designated areas to minimize the loss of parking space, maintaining access to garbage dumpsters and common areas.
4. Apply Ice Melt and perform sanding operations where necessary after snow removal to ensure safe pedestrian and vehicular access.
5. Ensure all equipment is maintained in good working condition and report any issues to the Operations Manager.
6. Work in inclement weather conditions to meet snow removal needs, and be available for on-call standby shifts.
7. Monitor facilities and grounds to identify any unsafe conditions and report them to the Facilities Manager or Maintenance Technicians.

B. Equipment Maintenance and Repair **10%**

Perform minor repairs and preventative maintenance on machines, tools and equipment.

1. Inspect, operate, and test machinery or equipment to diagnose machine and equipment malfunctions and perform repair/maintenance. Dismantle machines, equipment, or devices to access and remove defective parts, using hand or power tools. Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, or parts catalogs, as necessary.

C. Other duties as assigned **5%**

Perform a variety of other duties as assigned by the Facilities Manager and HHA management team. This includes but is not limited to filling in for other staff, performing special cleaning and facility support projects, operating vehicles and equipment, attending meetings, and attending training or other events.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Demonstrated Knowledge of:

Materials, methods, and equipment used in snow removal and ice management, including proper handling of snowplows (ATV-mounted and truck-mounted), shovels, and ice melt applications. Knowledge of vehicle operation and care, as well as light motorized equipment used in clearing snow and debris.

Demonstrated Skills and Abilities in:

Communications and Teamwork: Strong customer service skills and the ability to work collaboratively with team members, supervisors, and residents. Able to establish and maintain positive working relationships with all stakeholders encountered during the course of work, including property managers and external partners.

Self-development: Including continual learning of new methods, and materials. Ability to foresee potential problems and proactively address emerging needs during snow events.

Efficiency and Effectiveness: Excellent planning, organization, and time-management skills. Capable of prioritizing tasks, working independently, and meeting multiple deadlines, particularly in responding to inclement weather conditions. Attention to detail and accuracy is essential.

Adaptability to changes and problem-solving skills: Demonstrated ability to quickly adapt to changing weather conditions and job priorities. Able to define problems, identify potential hazards, and implement effective solutions, especially during emergency or unexpected weather events.

Machine and equipment operation and repair. Experience in operating and maintaining snow removal equipment, including ATV-mounted and truck-mounted

plows. Basic troubleshooting and repair skills for minor mechanical issues with vehicles, plows, and related equipment.

Safety. Strong commitment to safety protocols, including the use of personal protective equipment (PPE), safe handling of snow removal tools, and adherence to weather-related safety measures. Knowledge of the safety procedures necessary for operating machinery in cold and hazardous conditions, as well as protocols for preventing accidents or injuries during snow removal.

Qualifications:

- A high school diploma or GED and two years related snow removal experience.
- Possession of, or ability to obtain, a valid Montana Driver's License and a driving record acceptable to insurance carriers. Ability to operate HHA vehicles.
- Availability to participate in before- or after-hours work, as needed.
- Must pass an extensive background check, including an acceptable criminal background check.
- Other requirements as deemed necessary by the Facilities Manager.

WORK ENVIRONMENT

The Snow Removal Technician will be required to work outdoors in varying and often harsh weather conditions, including extreme cold, snow, and ice. This role involves physically demanding labor, such as shoveling snow and operating snow removal equipment for extended periods. Must be able to lift and carry heavy loads up to **60 pounds** and follow safety protocols.

Work requires ability to perform manual and semi-manual labor requiring the range of full body movement. Must be able to follow oral and written instructions, stand, walk, sit, bend, twist, kneel, crawl, push, pull, grasp, and ride. Hand-eye coordination is a must, as is the ability to talk and hear in person, by telephone or two-way radio. Must be able to see and read instructions and safety information.

COMMITMENT TO SERVICE

Employees of the Helena Housing Authority are expected to achieve the highest standards of personal and professional work performance in commitment to serving HHA's constituents and the Helena community in general. The ability to work in a team, be transparent in written and verbal communication, and show respect and care for people from a wide variety of backgrounds is required on a daily basis.

Signatures on following page

SIGNATURES

My signature below (typed or hand written) indicates this job description is accurate and complete.

Employee:_____
Signature_____
Title_____
Date**Immediate Supervisor:**_____
Signature_____
Title_____
Date**Administrative Review:**_____
Signature_____
Title_____
Date