

## **POSITION DESCRIPTION**

### **PUBLIC WORKS EMPLOYEE**

#### **GENERAL DESCRIPTION**

The individual must be able to organize and perform the essential functions of the position which include a variety of skilled and semi-skilled trades, maintenance, construction and equipment tasks in connection with the maintenance and repair of Town facilities including streets, parks, buildings, water distribution, wastewater collection and treatment and storm water collection.

This is a full-time hourly position and requires on call and call out availability including flexibility for irregular work hours possibly on weekends and holidays as a condition of employment.

#### **SUPERVISION RECEIVED**

Works under the general supervision of the Public Works Foreman.

#### **DUTIES AND RESPONSIBILITIES**

- Installs street signs and pavement markings
- Installs forms for curbs and gutter, sidewalks and driveways
- Performs simple masonry work
- Pours concrete and fills pavement cracks with asphalt in road repairs
- Installs water taps
- Cleans gutters, culverts and other drainage structures
- Loads and unloads stone, gravel, dirt, asphalt, timber and heavy mechanical equipment
- Plants and maintains trees and shrubs
- Diagnosis of plant pests and diseases, as well as application of herbicides and pesticides
- Mows lawns and cleans grounds; rakes and loads grass and brush
- Removes snow from roads and spreads sand and cinders on icy roads
- Assists in repairing leaks in water and sewer mains
- Assists in reading, installing and repairing water meters
- Assists in laying sewer and water mains and pipe
- Digs and backfills ditches
- Unstops clogged sewers and raises and lowers meter boxes
- Performs daily routine maintenance and minor repairs on equipment and ensures cleanliness of equipment
- Maintain a clean and safe work environment
- Establish and maintain effective working relationships with other staff, Town Mayor and Board of Trustees, vendors and the public
- **Other duties as assigned**

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to follow and transmit oral and written instructions
- Ability to communicate effectively verbally and in writing
- Problem identification skill as applies to all aspects of the Public Works Department
- Knowledge of current practices, maintenance techniques, tools and materials used in the construction and repair of municipally owned utilities
- The skill to physically perform a variety of skilled and semi-skilled maintenance and repair tasks in a wide range of environmental and climatic conditions
- Basic writing, reading and mathematical skills
- Ability to analyze and interpret data

- Ability to establish and maintain effective working relationships with Town officials, employees and the general public

#### **TOOLS AND EQUIPMENT USED**

Pick-up truck, dump truck, lawn mower, chain saw, weed eater, chemical sprayer, blower, hand tools, shovels, rakes, pneumatic and hydraulic equipment, sweeper, backhoe, asphalt roller, sprayer, bucket truck

#### **PHYSICAL DEMANDS**

Involves frequent walking or standing; some lifting and carrying of objects weighing 20-50 pounds, with occasional lifting of items weighing 100 pounds; bending or stooping; working in confined spaces; frequent operation of vehicles, shop, or hand tools requiring manipulative skills and hand-eye coordination.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

- Periodic exposure to extreme weather conditions, frequently working around construction equipment with exposure to dirt, dust, noise, water and wastewater
- Occasional exposure to chemicals and biological materials that could cause personal injury if improperly handled
- Contact with members of the public under adverse conditions requiring a diplomatic and professional demeanor

#### **EDUCATION AND EXPERIENCE**

- High School graduation
- Valid Colorado Driver's License and a good driving record
- Minimum of two (2) years' experience in municipal public works operations (preferred)

*Individual in this position must be of the highest ethical standards and have no criminal convictions on their record. The duties listed above are intended only as illustrations of the various types of work that may be performed.*

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date