



Town of Kremmling

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Kremmling is located in beautiful Colorado mountain community with access to a variety of amenities. Our community boasts rustic appeal and is surrounded by wide-open public lands and breathtaking mountain views. Our community enjoys access to motorsports, fishing, hunting, hiking, camping, fishing, boating, and more. Kremmling is located within an hour of Silverthorne, Steamboat Springs, Breckenridge, and Winter Park. The ideal candidate is one who enjoys serving the community in a small-town mountain environment.

Job Title: – Public Works Technician I / Temporary Streets and Parks Maintenance Assistant

Keywords: Temporary, Park Maintenance

Reports To: Public Works Director

FSLA: Temporary, Part-Time (May 1 - September 15)

Hourly Range: \$14.56 - \$20.00

Date Posted: March 20, 2025

Pay and Benefits

Part-time employees are scheduled to work fewer than 30 hours per week. They can accrue paid time off (PTO) and receive holiday pay; however, this PTO is not paid out upon termination. Part-time employees will accumulate holiday pay and PTO at half the rate of full-time employees, which equals two weeks of PTO and 12 paid half-day holidays.

Summary

This is an entry-level position that requires minimal qualifications and experience. Under close supervision, as a part-time Public Works Technician, I perform manual labor and am used as a helper on a crew. Assists with routine maintenance of grounds, cemetery, buildings, and/or equipment. Typical tasks may include clearing limbs and branches, shoveling and tamping asphalt, loading and unloading tools, equipment, etc., performs general utility work such as installation, maintenance, and repair of sewer and water lines. May operate automotive and grounds or utility maintenance equipment.

Essential Job Functions:

- Assists with snow removal activities either by hand or small equipment.
- Assist with general maintenance and repair on all streets and sidewalks, including installation and repair of signage, delineators, patching, striping, sweeping, snow removal and shoveling, traffic control, streetlights, traffic signals, bridges, culverts, and drainage areas, as well as trash and debris removal.
- Assist with park and cemetery maintenance and repairs, including playground equipment, fencing, shelters, benches and tables, signage, lighting, statue bases, trash receptacles, bridges, railings, and stairs. This may include mowing, trimming, watering, and fertilizing grass areas.
- Trail maintenance and repairs include grooming of gravel paths and patching of asphalt path widths and shoulders, fencing, bridges, railings, signage, benches, tables, trash receptacles, and landscaping materials.
- Minor building maintenance and painting, Application of stains or paint products to interiors and exterior of buildings, furnishings, walls, etc.
- Performs various duties that require considerable knowledge of the use and wear of Personal Protective Equipment (PPE).

- Maintain work areas, shops, grounds, offices, restrooms, and common-use areas in a neat and orderly fashion.
- Performs a variety of heavy laboring activities, including the use of hand tools, light power equipment, and heavy construction and maintenance equipment.
- Perform special projects and miscellaneous duties, such as recreation, special event and function set-ups, and assistance, as directed by a Supervisor.
- Performs other related duties as assigned
- Working with the other Public Works staff, install, maintain, and repair Town-owned assets to ensure they are in safe and functional condition.
- This position prefers but does not require a High School diploma or GED equivalent. A valid driver's license is required to drive or operate equipment.

Working Conditions

- Frequent contact with employees and the public, both in person
- Requires ability to perform multiple tasks at one time with frequent interruptions
- Work is performed with extended periods indoors and outdoors
- Exposed to some hazards that are associated with operating heavy equipment and machinery. There is exposure to injury or accident
- Frequent sitting, standing, lifting, walking, pulling, grabbing, kneeling,
- Operate standard office equipment requiring continuous or repetitive hand/arm movements
- Vision enough to interpret computer screens and documents to assist the public and complete work assignments; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Frequent physical effort that includes: stooping, kneeling, crouching, crawling; frequent standing or walking; frequently lifting and/or moving at times 40 pounds and occasionally lifting and/or moving more than 80 pounds; maintaining arms and hands in the same position for repetitive tasks and frequently working with light objects and light hand tools

Conditions of Employment

- Must pass a criminal history check and motor vehicle records check.

Work Environment:

Approximately 80% of this position's duties are performed within an indoor or a protected environment. The incumbent may be exposed to adverse weather and/or unfavorable traffic conditions while driving from the primary business location to field locations on a frequent basis.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The statements contained in this job description reflect general details as necessary to describe the principal function of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

The Town of Kremmling is an Equal Opportunity Employer, and it is the equal opportunity employment policy of the Town to make all recruitment, hiring, and placement decisions, as well as other employment decisions on the basis of the qualifications of the individuals considered for the position to be filled, without regard to race, religion, color, age, sex, or national origin, sexual orientation, gender identity, gender expression, disability, military status, genetic information, or any other status protected by applicable state or local law.

All applicants must be able to perform the essential job functions outlined above with or without reasonable accommodation.

To Apply: Email **resume and application** to townclerk@townofkremmling.org