

JOB DESCRIPTION

Job Title: Public Works Technician I or II

Keywords: Equipment Operator, Utilities, Streets Maintenance, Parks Maintenance, CDL Driver, Mechanic

Reports To: Public Works Director

FSLA: Non-Exempt (Full Time) Hourly

Salary Range: \$22.88 - \$28.11 per hour or (\$47,590 - \$58,468 annually)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs snow removal activities either by hand, small equipment, or heavy equipment as assigned.
- Assist with general maintenance and repair on all streets and sidewalks to include 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.
- Park maintenance and repairs on playground equipment, fencing, shelters, benches and tables, signage, lighting, statue bases, trash receptacles, bridges, railings, and stairs. May include mowing, trimming, watering, and fertilization of grass areas.
- Trail maintenance and repairs to include grooming of gravel paths and patching of asphalt path widths and shoulders, fencing, bridges, railings, signage, benches, tables, trash receptacles, and landscaping materials.
- Building maintenance will include minor repairs of heating, plumbing, electrical, and roofing systems. Removal of snow and ice from walks, steps, and parking areas. Application of stains or paint products to interiors and exteriors.
- Vehicle maintenance repairs on all fleet vehicles as needed through monitoring of records and hour meter readings. Duties include oil and filter changes, hose and belt replacement, repair flat tires, fluid replacements, washing and vacuuming of vehicles. General housekeeping of all vehicles, shop, tools, and equipment is mandatory.
- Performs a variety of duties that require considerable knowledge of the use and wear of Personal Protective Equipment (PPE).
- Maintain work areas, shop, grounds, office, restrooms, and common use areas in a neat and orderly fashion.
- Perform daily, monthly, semi-annual, and annual maintenance on all vehicles, compressors, heating units, pressure washers, hoses, and equipment.
- Operates heavy and light-duty equipment to perform related maintenance and construction assignments
- Responsible for vehicle pre-trip inspections prior to the use of all equipment.
- Performs a variety of heavy laboring activities, including the use of hand tools, light power equipment, and heavy construction and maintenance equipment.
- Maintains a safe working environment, include working in traffic and congested areas, working in ditches and confined spaces, and all work environments.
- Perform special projects and miscellaneous duties such as event and function set-ups, as directed by a supervisor.
- Working with the other Public Works staff, install, maintain, and repair Town-owned assets to ensure they are in safe and functional condition.

- Have the ability to adhere to weekend and on-call scheduling as posted
- Performs other related duties as assigned

ADDITIONAL DUTIES AND RESPONSIBILITIES

- May assist in the performance of custodial and ground maintenance duties as sweeping, mopping, and painting. Assists with water plant tours for visitors.
- Assist the Public Works Director with projects related to streets and parks that could include street sweeping, street repair and patching.
- Assist with or provides minor repairs of all town buildings and facilities as directed by the Public Works Director
- Assist the Public Works Director with capital planning, grant applications and due diligence applications related to the water utility system.
- Other duties may be assigned to provide organizational cross-functionality, succession planning, and resiliency operations.
- Promote a professional, cooperative and problem-solving atmosphere
- Arrive to work per posted schedule, and in appropriate attire
- Conduct all business in a professional and courteous manner and may occasionally be required to teach, or give instruction to co-workers
- Ensure the safety of all staff, citizens and Town owned property by reporting unsafe conditions and/or suspicious activity to the Supervisor, Public Works Director or Town Manager.

MINIMUM QUALIFICATIONS

Education and Experience:

- High School diploma or equivalent is required.
- Must be able to read, speak, and write the English language.
- Must be able to read, understand, and perform basic math calculations.

Licenses/Certifications:

- Valid Colorado Driver's License with a satisfactory driving record

PREFERRED QUALIFICATIONS

Candidate at the time of hire has a Class "B" CDL License or the ability to obtain one within one year of hire. Experience in the maintenance of parks and streets maintenance and repair is desirable but not required. Experience in the operation of heavy equipment and small equipment used preferred but not required.

- To qualify at the I Level, must have at least a High School Diploma, and be able to obtain a Class "B" CDL License within one year of hire date. An equivalent combination of education and experience may be considered. (\$22-\$24)
- To qualify at the II Level, must have obtained a Class "B" CDL License and/or have two years of experience in utility maintenance or equipment operations. An equivalent combination of education and experience may be considered (\$23-\$26)

Necessary Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills, and/or abilities required:

- Ability to interpret and apply policies and procedures
- Ability to prepare and maintain a variety of administrative related records and reports
- Ability to coordinate/meet various conflicting demands
- Ability to effectively organize assigned duties and work within deadlines
- Ability to establish and maintain effective working relationships with management, other employees, and the general public
- Ability to communicate clearly and effectively, both in verbal and written form
- Advanced skills in the use of computer systems and modern office equipment
- Ability to work in an environment with multiple interruptions and distractions
- Ability to follow verbal and written directions
- Ability to employ patience and tact in dealing with employees and the general public
- Ability to perform the mathematical computations of addition, subtraction, multiplication and division
- Ability to exhibit attention to detail in accuracy of names and numerical information
- Ability to work with minimum supervision
- Ability to multi-task
- Knowledge of MS Office (Word, Excel, Outlook)
- Ability to cross-train in other departments and provide coverage when necessary

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 the essential functions.

- Frequent contact with employees and the public
- Requires ability to perform multiple tasks at one time with frequent interruptions.
- Work is performed with extended periods indoors and outdoors with exposure 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 at least 100 pounds and occasionally lifting and/or moving more than 100 pounds; maintaining arms and hands in the same position for repetitive tasks and frequently working with light objects and light hand tools

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.

WAGE HISTORY

Posting Date	Posting Wage/Range	Hire Date	Hiring Wage