

TOWN OF FAIRPLAY, COLORADO

Public Works Parks and Recreation / Building and Grounds Maintenance Seasonal Position

Department/Division: Public Works
Work Location: Public Works Shop-1190 Castello, Fairplay, CO.
Sanitation District Office-1507 Castello, Fairplay, CO.
FLSA Status: Non-Exempt
Effective Date: April 1, 2019
Revision Date:

GENERAL STATEMENT OF DUTIES

Performs a variety of moderate to hard labor and skilled duties involved in the daily operations and maintenance of the Public Works Department which includes; wastewater plant, wastewater collection system, streets and sidewalks, water plant, water distribution system, parks and recreation areas, irrigation ditch system, buildings and equipment and assist with Town sponsored events.

PRIMARY DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Fairplay retains the right to modify or change the essential additional functions of the job at any time.

- Maintain baseball fields, parks, playgrounds, sidewalks, flowers and general appearance of town properties and right of ways. This includes trash pickup and restroom cleaning.
 - Removal of noxious weeds and other unwanted plants.
 - Collaborate with Town Events Coordinator for placement of seasonal and event banners.
 - Perform a variety of manual labor activities in the maintenance and repair of Town streets and sidewalks, water and wastewater systems, buildings, parks & recreation areas and equipment which may include digging holes, trenches, street patching, debris cleanup, shoveling materials, right of way maintenance, and other like activities.
 - Operate a variety of light to heavy equipment such as dump trucks, air compressors, forklifts, skid steers, loaders, backhoes, tractors, and sanders.
 - Operate light power driven vehicles such as pickup trucks, vans, autos, power and hand tools including jackhammers, concrete saws, drills, trowels, floats, rakes, shovels, and brooms.
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- Perform construction, maintenance, and repair work of Town streets, sidewalks, alleys, parking lots and gutters including patching pot holes, grading, trenching, asphalt paving and crack sealing.

ADDITIONAL DUTIES

- Remove and haul dirt and other construction materials.
- Assist with logistics for Town supported/sponsored events.
- Load and unload trucks, attach trailers, mowers, and other towable equipment.
- Respond to public contacts in a friendly, courteous and professional manner.
- Perform other duties as assigned and required.

REPORTING RELATIONSHIPS

Supervision Received:

Direct supervision is received from Public Works Director and Crew Chief.

Supervision Exercised:

Not a supervisory position.

KNOWLEDGE, SKILLS, AND ABILITIES

Education and Experience:

Requires graduation from high school or equivalent to the completion of the twelfth grade. Must have at least six (6) months relevant experience in the operation and maintenance of roads, utilities, equipment and facilities. Must be 18 years of age or older.

Special Qualifications:

- Must possess and maintain a valid Colorado Driver's License.
- Prefer experience operating heavy equipment.
- Must pass a national and state criminal background investigation.

Knowledge of:

- Methods, materials, and equipment common to municipal public works operations.
- Safe working practices and procedures such as defensive driving, traffic control, correct body mechanics, confined space entry, and safe lifting techniques.
- Traffic laws and safety rules applicable to truck and equipment operation.
- Knowledge of equipment, material and practices used in park maintenance, construction and repair.
- Knowledge of equipment, material and practices used in street maintenance, construction and repair.
- Knowledge of installation and removal of construction work zone traffic control devices in the public right-of-way.

- Knowledge of the requirements of the Manual of Uniform Traffic Control Devices.
- Ability to use basic computer software applications.
- Knowledge of applicable safety rules and procedures.

Ability to:

- Operate the following equipment: backhoe and dump truck
- Apply appropriate decision making within scope of work procedures.
- Understand and follow/carry out verbal and written directions.
- Maintain accurate and legible activity records and logs.
- Work safely and promote safe working conditions.
- Work constructively, respectfully, and cooperatively with others encountered during the normal course of work.
- Perform basic math calculations.
- Communicate clearly and concisely orally and in writing.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: Walking, standing or sitting for extended periods of time.
- Operate powered and non-powered equipment.
- Maintain effective audio-visual discrimination and perception needed for: making observations, communicating with others, reading and writing, operating motorized vehicles, and utilizing small hand tools.

EQUIPMENT USED

- Motorized vehicles and light construction equipment.
- A variety of power and hand tools.

WORK ENVIRONMENT

Work is typically performed in all types of outdoor environments, requiring frequent and continual exposure to extreme weather, extreme cold/wind, confined spaces, basements and crawl spaces and wet weather conditions; frequent exposure to dry, dusty, and noisy environments. Occasional exposure to concrete dust, hot asphalt, fumes, solvents, grease and oil may occur.

PHYSICAL AND OTHER REQUIREMENTS

- Requires frequent heavy lifting/carrying (50 lbs. and over), pushing, pulling, reaching, climbing, crawling and twisting.
 - Must be able to walk on uneven and or slippery surfaces, stand, bend, stoop and sit for extended periods of time.
 - Work requires physical and visual capabilities to operate passenger vehicles, trucks, and motorized equipment.
 - Must be able to use both hands and fingers and perform repetitive motions.
 - Requires hearing, speaking, and correctable near and far vision.
 - Must be able to work around machinery and moving vehicles in traffic environments.
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- Must be able to read, write and understand directions.
- Will be required to, at times, work long or non-traditional hours to fulfill organizational needs, projects, emergencies or special circumstances.
- Will be required to participate in a 24-hour "on-call" schedule.
- Must be able to enter and work in confined space environments.
- Must be able to work 20 feet or more above ground level on ladders or other lift equipment.

This job description has been reviewed and approved.

Employee

Date

Supervisor

Date