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| **JOB DESCRIPTION** | |
| **JOB TITLE** | Maintenance Worker I |
| Effective Date |  |
| Location | PUBLIC WORKS |

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| **GENERAL INFORMATION** |  |
| Status: FT, PT, OR PTN | FT |
| Expected Hours | 40 |
| Position Reports To | PUBLIC WORKS SUPERVISOR |
| Exempt/Non-Exempt | Non-Exempt |
| Equal Pay Act Status: This salary range is based on singularly or in combination of the following categories:   * Seniority * Merit * Quantity/Quality * Geographic * Education * Travel Requirements | |

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| **POSITON PURPOSE (SUMMARY)** |

Under the direct supervision of the Public Works Supervisor, to perform skilled equipment operation, maintenance, assist with water and sewer systems, and to perform related duties as required.

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| **DUTIES AND RESPONSIBILITIES** |

UTILITIES:

* Performs daily rounds at the water/wastewater treatment plants.
* Assists with collection and submits routine monitoring samples for water/wastewater systems.
* Performs routine maintenance on the water and wastewater systems.
* Performs annual fire hydrant flow tests.
* Documents all major repairs for pumps and equipment for the water/wastewater systems.
* Water meter reading and maintenance
* Irrigation maintenance and repair
* Parks and lawn mowing, weed control
* Mosquito spraying and control

STREETS AND DRAINAGE:

* Repair and maintain streets, alleys, and parks.
* Bi-annual inspections of storm sewer and assists with necessary repairs.
* Perform drainage repairs and Improvements in town according to the annual work plan.
* Trash and debris removal

GENERAL:

* Operates a variety of heavy equipment and machinery such as grader, front-end loader, and backhoe. Operates light to medium equipment, including dump trucks, plow trucks, roller/compactor, street sweeper, etc.
* Uses the following types of tools and equipment: hand tools, power tools, long‑handle tools, jackhammer, grinder, compressor, tamper, locating equipment, sewer jet, bucket truck. May perform routine maintenance on equipment as needed.
* Works weekends, evenings, holidays, responds to Public Works emergencies as required. Responds to snow shifts when called (is a requirement of the position). Performs required on call weekend duty on a rotating basis.
* Required to wear protective safety gear and use safety equipment as directed
* Works in confined spaces that require ventilation to protect against potential noxious gases and fumes. Required to wear protective safety gear and use safety equipment to protect against potential biohazards possibly encountered during performance of maintenance activities. May work with restricted use chemicals to perform maintenance activities.
* May interact with citizens in the field to provide information and customer service.
* Keeps Supervisor, and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
* Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices, and new developments in assigned work areas.
* Facilitates good communication with respect and courtesy with customers, citizens, and team members in a professional and effective manner.
* Participates as a member of a team. Contributes and gives input to the team. Recognizes the needs of team members, and maintains a fair share of team’s workload.
* Understands and works to implement Town and departmental goals and policies.
* Performs related duties as required by management to meet the needs of the town.
* Responds to emergencies, takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others, materials, and equipment. Uses all required safety equipment and follows all safety regulations, policies and procedures.
* Inspect, operate, or test machinery or equipment to diagnose machine malfunctions.
* Assemble, install, or repair wiring, electrical or electronic components, pipe systems, plumbing, machinery, or equipment.
* Assemble, adjust, and repair electrical components, subsystems, or systems.
* Repair, or paint roofs, windows, doors, floors, woodwork, plaster, drywall, or other parts of building structures.
* Fabricated parts or components using torches, welders, grinders, and other precision instruments.
* Install, repair, and maintain heating, ventilation, or air conditioning (HVAC) equipment.
* Move and lift equipment or machinery with the use or cranes, hoists or forklifts utilizing all measures for safe operations.
* Read and understand technical manuals for the safe operation and maintenance of all Town equipment and machinery.
* Order parts, supplies, or equipment as needed to complete work in a timely manner.
* Record type and cost of maintenance or repair work, estimating costs for labor or materials.
* Clean work areas, equipment, parts, tools; repairing and maintaining them to keep in good working order.
* Supervise/train employees as necessary.
* Other job-related duties as assigned.

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| **QUALIFICATIONS** |

Required Certifications:

* Applicants for this position must meet the Department of Transportation physical exam, drug and alcohol testing requirements. Employees will be in an ongoing random drug-testing program while employed.
* Valid unrestricted driver’s license

Work hours:

* Required to respond to after-hour call outs and snow shifts.
* Required to work rotating weekend and holiday shifts including on call time.

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| **QUALIFICATIONS REQUIRED AFTER HIRING BY THE TOWN** |

ssential Job Functions

* The Town of DeBeque is looking for a motivated individual that would like to elevate their carrier to become not only a public works employee, but also must be willing to advance to a water and wastewater professional.
* Must obtain a Class B CDL within 6 months of employment.
* Certification in wastewater collections and water distribution a plus

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| **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS** |

* Safety and proper handling of chemicals, equipment, and machinery.
* Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
* Monitoring/Assessing performance of yourself, other individuals to make improvements or take corrective actions.
* Understanding the implications of new information for both current and future problem-solving and decision-making.
* Understanding written sentences and paragraphs in work related documents.
* Talking to others to convey information effectively.
* Adjusting actions in relation to others’ actions, being aware of others’ reactions and understanding why they react as they do.
* Actively looking for ways to help people.
* Teaching others how to do new things.

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| **EDUCATION/EXPERIENCE REQUIREMENTS** |

* High school diploma or equivalent. Three (3) years of experience in related field.
* Experience operating a variety of hand, power and long-handled tools.
* Experience in operating equipment such as loader, skid loader, mini x, dump truck, backhoe, etc.
* Experience with snow plow operations.
* Experience with various utilities maintenance equipment including tap machine, locator and sewer jet.

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| **PHYSICAL ASPECTS OF THE JOB** |

Physical Activities:

This position is active and is performed in a wide variety of conditions both indoors and outdoors.

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| Amount of Time | | | | |
|  | -1/3 | 1/3 | 2/3 | 2/3+ |
| Stand |  |  |  | X |
| Walk |  |  |  | X |
| Push |  |  |  | X |
| Pull |  |  |  | X |
| Carry Objects |  |  | X |  |
| Crawl |  |  | x |  |
| Squat |  |  | X |  |
| Sit |  |  | x |  |
| Use fine motor skills |  |  | X |  |
| Repetitive motion (wrists) |  |  | x |  |
| Reach with hands and arms |  |  | X |  |
| Climb or balance |  |  | X |  |
| Stoop, kneel, or crouch |  |  | X |  |
| Talk or hear |  |  | X |  |
| Taste or smell |  |  | X |  |
| Using telephone/headset/ear buds |  |  | X |  |
| Using computer, mouse, keyboard |  |  | X |  |
| Critical thinking skills |  |  | X |  |

Lifting Requirements

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| --- | --- | --- | --- | --- |
| Amount of Time | | | | |
|  | -1/3 | 1/3 | 2/3 | 2/3+ |
| Up to 10 lbs |  |  |  | X |
| Up to 25 lbs |  |  |  | X |
| Up to 50 lbs |  |  |  | X |
| Up to 100 lbs |  | X |  |  |
| More that 100 lbs |  | X |  |  |
| Repetitive lifting |  |  |  | X |
| Pushing, pulling, carrying |  |  |  | X |

Work Environment

The work environment is in variety of areas, indoor and outdoor.

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| Amount of Time | | | | |
|  | -1/3 | 1/3 | 2/3 | 2/3+ |
| Wet or Humid conditions (non-weather) |  |  |  | X |
| Work near moving mechanical parts |  |  | X |  |
| Work in high, precarious places |  |  | X |  |
| Fumes or airborne particles |  |  | X |  |
| Toxic or caustic chemicals |  |  | X |  |
| Outdoor weather conditions |  |  |  | X |
| Risk of electrical shock |  |  | X |  |
| Exposure to radiation |  | X |  |  |
| Vibration |  |  | X |  |
| Work in confined spaces |  |  | X |  |
| Exposure to blood borne pathogens | X |  |  |  |

Vision Requirements

1. Distance vision (clear vision at 20 feet or more).
2. Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point.
3. Depth perception (three-dimensional vision, judge distances and spatial relationships).
4. Adjust focus.

Noise Level

1. Quiet (examples: library, private office).
2. Moderate noise (examples: business office with computers and printers, light traffic).
3. Loud (examples: machinery, large trucks etc.)