

Town of Dolores  
Job Description

**TOWN MAINTENANCE/PARK**

Supervisor: Public Works Director  
Department: Public works  
Created by: Randy McGuire

FLSA Status: Non Exempt  
Position Status: Full time  
Date: May 2023

**POSITION SUMMARY:** Performs a variety of municipal maintenance duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- General Construction.
- Maintenance and repair in connection with streets, water and wastewater line installation and repair.
- Maintain municipal grounds and buildings.
- Equipment, including heavy equipment, maintenance and operation.
- Municipal park maintenance including operating mowers and weed eaters, sprinkler system, bathroom maintenance, trash pickup.
- Winter snow removal.

**QUALIFICATIONS**

Experience and Training:

- Heavy equipment experience is a plus.
- High School diploma or equivalent required.

License or Certificates:

- CDL Driver's License or ability to obtain one.
- Must have ability to obtain water and wastewater plant operator's certification.

Knowledge of:

- Sprinkler systems and pumps a plus.

Ability to:

- Operate and maintain equipment.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and written.
- Pass a drug test.

**PHYSICAL REQUIREMENT:**

- The employee must maintain physical condition necessary for lifting, walking, crouching or sitting for extended periods.

- Operation of assigned public works equipment and vehicles.

**WORK ENVIRONMENT:**

- While performing the duties of the job the employee regularly works in outside weather conditions.
- Work will involve communication with the public and town employees on a daily basis, including telephone and face to face.

**COMPENSATION**

- Hourly - Range \$27,040 to \$35,000 Annually DOQ.
- Health, Dental, Retirement Benefits apply.