

**Town of Dolores
Job Description**

TOWN MAINTENANCE/PARK

Supervisor: Public Works Director

FLSA Status: Non Exempt, eligible for comp. time @1.5 hours with prior authorization from supervisor

Department: Public Works

Position Status: Full time

Created by: Randy McGuire

Date: December 2022

Salary Range: \$19.00 to \$22.00 DOE

Benefits: Full health, dental, vision, life with no employee cost share

POSITION SUMMARY: Performs a variety of municipal maintenance duties. CDL preferred, but not essential for hiring. Experience with equipment preferred. Opportunities for advancement and training.

SUMMARY:

Provides general maintenance and repair duties for the Town's Public Works Department. Reports directly to and carries out assigned duties by Public Works Director. The position will provide maintenance services to the Town's Park systems as well as effective maintenance, repair and operation of the Town's street, water and sewer facilities when directed by the Public Works Director.

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.
- Regularly performs duties with little or no direct supervision. Provides the Public Works Director with daily service activity report summaries as requested.
- Carries out other duties as assigned by the Public Work's director.

QUALIFICATIONS

Experience and Training:

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

- Must be 18 years of age or older.

License or Certificates:

- Valid Driver's License
- 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.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, fraction and decimals.
- Pass a drug test.
- Familiarity with using a desktop computer a plus

PHYSICAL REQUIREMENT:

- The employee must maintain physical condition necessary for lifting, walking, crouching or sitting for extended periods. The employee must regularly lift and move up to 60 pounds.
- 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. Must be able to work in adverse weather including heat, rain, wind, and snow conditions.
- Ability to respond effectively to common inquiries or complaints from citizens, builders and contractors, other Town staff and superiors. Work will involve communication with the public and town employees on a daily basis, including telephone and face to face.

COMPENSATION

- Hourly - Range \$19 to \$22.00 /hour DOE
- Health, Dental, Vision, Retirement Benefits apply.

I have read and understand this job Description

Signed: _____

Date: _____