



Job Description
PUBLIC WORKS MAINTENANCE WORKER II
Updated 5/2016

Title: Public Works Maintenance Worker II

Reports to: Public Works Lead/Director

FLSA Status: Non-Exempt

Department: Public Works

Job Summary: Operates light or heavy equipment and performs routine, semi-skilled to skilled work in the maintenance and construction of streets, water, sewer and storm drainage systems, traffic control signs and striping. Incumbents assigned to this class are expected to perform the full range of work assigned to this class and to work with significant independence and initiative, and under direct supervision of a PW Supervisor &/or PW Director.

Essential Duties and Responsibilities: (Includes, but is not limited to the following)

- Services and inspects assigned equipment; maintains service and operator use records. Advises supervisors on operating conditions of equipment and progress of projects. Reports needed mechanical adjustment and repair.
- Assists in identifying areas needing improvement. Identifies upcoming projects, and as needed work.
- Performs equipment and/or manual operation in street maintenance, park maintenance, water and sewer, and repair work, including breaking and removing pavement, saw cutting, crack sealing, concrete repair, and digging, shoveling, loading and hauling soils, sand, gravel, and cement.
- Performs flagging, controls traffic and related safety functions at job sites. Interprets basic street maps and blueprints. Performs basic maintenance and repairs of collection and distribution systems.
- Completes snow and ice removal from streets and gutters and applications of salt/sand to same, and as needed during on-call times in the winter months.
- Performs street sweeping and cleaning.
- Constructs, repairs, maintains, and cleans drainage structures. Inspects and clears obstructions from storm drains.
- Cleans debris from streets, gutters, sidewalks, alleys, creek, and stairways.
- Completes trash removal and pickup from City receptacles.
- Responds to citizen inquiries and complaints regarding conditions of streets, alleys, sidewalks, the creek, gutters, and stairways
- Cleans work area, the shop, tools, equipment, vehicles, and grounds.
- Perform maintenance duties on the Towns' wastewater collection system and lift station, including, but not limited to, collection lines, junctures, pump and motors; locate leaks and complete repairs.
- Installation and repair of water mains, water meters, isolation and pressure regulating valves and

other related technical tasks. Includes but is not limited to: excavating to grade; laying and aligning pipe; utilization of tapping equipment to install valves, lateral water lines, blow offs, hydrants, and meters. Perform other tasks related to the operation and maintenance of pump stations and related equipment.

- Performs grass cutting, weed removal, and landscaping. Trims and removes trees and root systems from public right-of-way. Installs landscaping materials and maintains water features and irrigation systems.
- Serves on-call as required. Responds to after-hour emergency calls in accordance with department policies.
- May work a varying schedule and/or shift and/or may be required to work overtime, given situational needs.
- Responds to support for special events, such as Town Cleanup days, Bennett Days, etc..
- Assist with repair of waterline breaks and water and sewer connection taps.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- *Problem Solving* - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- *Project Management* - Coordinates projects.
- *Technical Skills* - Pursues training and development opportunities; Strives to continuously build knowledge and skills.
- *Customer Service* - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- *Interpersonal* - Maintains confidentiality; Remains open to others' ideas and tries new things.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- *Team Work* - Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.
- *Written Communication* - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- *Quality Management* - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- *Organizational Support* - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- *Strategic Thinking* - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- *Adaptability* - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- *Attendance/Punctuality* - Is consistently at work and on time; Ensures work responsibilities are covered when absent.

- *Initiative* - Volunteers readily; Asks for and offers help when needed.
- *Innovation* - Displays original thinking and creativity; Generates suggestions for improving work; Develops innovative approaches and ideas.
- *Professionalism* - Reacts well under pressure; Accepts responsibility for own actions; Follows through on commitments.
- *Quality* - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.
- *Quantity* - Completes work in timely manner.
- *Safety and Security* - Observes safety and security procedures.

Education/Experience:

- High school diploma or GED.
- At least one (1) year of experience as a Public Works Maintenance Worker preferred. A Minimum of three (3) years manual labor or mechanical maintenance and repair is required. Equivalent combinations of education and experience may be considered.
- Flagger certification through CDOT or ability to obtain within one (1) year.
- CPR & First Aid Certifications or ability to obtain within one (1) year.
- OSHA 10-Hr safety certified, or ability to obtain within one (1) year.
- Valid Colorado Class C Driver's license.
- Position may be required to obtain additional certification as required to maintain the specific area of assignment in the Public Works Department structure.
- Knowledge of materials, methods, equipment and tools used in street, water, sewer and storm drainage systems, traffic control signs and striping.
- Knowledge of the basic procedures for maintenance and minor adjustment or repair of light and heavy equipment.
- Knowledge of traffic laws, ordinances and rules involved in heavy equipment operations to comply with local, state and federal regulations.
- Ability to effectively evaluate work projects and estimate time and materials.
- Understanding and complying with verbal and written instructions and equipment manuals.
- Reading and interpreting plans, maps, diagrams and construction drawings.
- Detecting equipment malfunctions and taking proper corrective action.
- Communicating effectively verbally and in writing.
- Safe and lawful operation of a motor vehicle.
- Ability to adapt to multiple demands or changing priorities and accommodate emergencies.
- Ability to work independently in the absence of supervision.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions,

percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office Word, Excel, PowerPoint, Outlook, Access ; accounting software; and Internet.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

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. The noise level in the work environment is usually moderate.

Physical Demands:

This position requires strenuous physical work. The employee must regularly lift and/or move up to 50 pounds. The employee is regularly required to sit, stand, walk, talk, hear, see, use hands and fingers, reach with hands and arms, climb, stoop, squat, kneel, crouch, crawl, perform repetitive motion, and repeatedly twist the upper body. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception, and the ability to adjust focus.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 10 pounds. While performing the duties of this Job, the employee is regularly required to sit.