

TOWN OF DEL NORTE
PUBLIC WORKS DEPARTMENT EMPLOYEE
JOB DESCRIPTION

Supervised By: Public Works Supervisor.

Supervision Received: Work is performed with a minimum amount of direction and supervision from the Public Works Supervisor.

Nature of Work:

To perform maintenance duties for the continued operation of public service of the Town of Del Norte.

Essential Duties:

An employee in this class may be called upon to do any or all of the following: (these examples are not considered to be all-inclusive.)

1. Patch and repair potholes and damaged sections of pavement as needed.
2. Install and repair street signs.
3. Inspect and repair damaged sections of sidewalk and curb and gutters. Keep clear of weeds and other debris.
4. Remove snow from streets & alleys and/or Sand streets & alleys if necessary.
5. Sweep streets as scheduled or when needed.
6. Build and maintain streets as directed and determined as necessary.
7. Operate town equipment. This may include a snowplow, backhoe, dump truck, road grader, loader, sewer jet and other equipment and material as required.
8. Install new user water and sewer taps and lines and replace old lines when necessary.
9. "As needed" work on streets & alleys in the Del Norte Cemetery.
10. Maintenance. including removal of trees on public streets and alleys.
11. Special Events:
 - a. Maintenance & operation of star & cross on D mountain, including placement of & removal.
 - b. Needed work on placement and removal of Christmas Decorations.
 - c. Necessary work involving all parades on public property.
 - d. Proper placement of barricades in given situations
12. Cooperative work having to do with nonprofit organizations and other public entities.
13. May include repairs & maintenance to all town owned property including but not limited to structures.
14. Removal of trash on town-owned properties and public parkways.
15. Fogging operations for mosquito control.
16. "Weed" control operations.
17. All other jobs "as needed" to work at this job for the Town of Del Norte

General Duties:

1. Maintain inventory of all tools and equipment for which responsible.
2. Perform preventative maintenance on Town vehicles and equipment including minor repairs, overhaul work, oil changes, filter changes; maintaining records of all maintenance and repair work performed.

Required knowledge, skills, and abilities to:

Maintain streets, alleys, street signs, remove snow, sand, build and maintain streets, install taps and operate equipment in a safe and professional manner.

Desirable Knowledge, Skills and Abilities:

1. Initiative, resourcefulness and tact in handling public contacts.
2. Ability to plan and organize work.
3. Considerable knowledge of departmental regulations, rules and procedures.
4. Ability to work effectively with supervisor, fellow employees and the public.
5. Ability to operate general maintenance equipment and work with tools.

Other Qualifications:

An employee in this class should have the equivalent of the following training and experience:

1. Graduation from an accredited high school.
2. Reasonable experience in equipment operation and familiarity with tools.
3. Reasonable experience in performing labor, mainly of a maintenance nature, with responsibility for the exercise of independent judgment and initiative.
4. Must possess valid Colorado Drivers License inclusive of a "CDL" license if required to operate town equipment.
5. Be "on call" for after hours or weekend work on utilities if needed by the public.

Working Environment/Physical Requirements:

Physical demands may require the employee to remain seated for extended periods of time and sometimes unrelieved particularly during major snowstorms. The employee may also have to handle basic maintenance of some equipment which may involve bending over the engine compartment, stooping and crawling underneath the equipment, as well as climbing up and into the equipment cab. Employee must have correctable vision and adequate hearing sufficient for the safe operation of heavy equipment during adverse conditions.

Performs street, building and street maintenance. This can involve having to work outdoors in wet and cold (sub-zero) weather. Other physical tasks may involve shoveling (asphalt, sand, soil, etc.) for several hours with intermittent breaks, lifting and carrying loads (unassisted) such as chemicals, cement, etc. from time to time weighing 40-75 lbs., walking, standing, bending, stooping, and climbing ladders. At times this work can be very strenuous and physically demanding.

Maintains a clean and safe shop facility. Employee must be able to work with and around typical shop chemicals and petroleum based products, as well as pesticides, insecticides, lawn chemicals and other chemicals. Tasks include sweeping, bending, stooping, lifting loads and climbing ladders.

Performs necessary repairs to the water and sewer systems. This can involve climbing down and working in trenches and manholes, shoveling for several hours, bending over and working on water and sewer lines, lifting and carrying replacement parts.

The work frequently requires reading of documents and other printed materials, problem solving, some detailed work and working on multiple tasks concurrently.

Town of Del Norte Public Works Maintenance department is seeking a full-time Maintenance worker position rate is \$13.46-\$14.46 per hour. For more information and job description and to apply contact Del Norte Town Hall 140 Spruce Street, Del Norte, Colorado 719-657-2708, or visit delnortecolorado.com. Protected by EOE law. Deadline is May 7, 2021.