



## **JOB DESCRIPTION**

**DEPARTMENT** Public Works

**POSITION** Public Works Worker II

**WAGE STATUS** \$25.98 - \$33.16

**BENEFITS**

**Vacation and Sick Time:** Accrues up to 3 weeks of vacation and 12 days sick time annually

**Health, Dental, and Vision:** The Town provides 100% employer paid coverage for the employee and their family.

**Retirement:** The Town has a 457 ICMA-RC plan and will match up to 7% of employee contributions as well as Roth IRA options

**Family Leave:** The Town has a 12-week family leave plan for family expansion which is exclusive of PTO or sick time.

**Hayden Center:** The town offers free family gym membership to all full-time year-round employees.

**Clothing Allowance:** \$250 annually

**SUPERVISED BY** Public Works Director and/or Public Works Superintendent

**OBJECTIVE** Someone who is willing and able to grow in their role with the Town of Hayden through the Public Works Department. Employee should be a hard worker, proactive, willing to learn, and be a team player.

### **DUTIES AND RESPONSIBILITIES:**

#### General

Be a team leader on several daily projects as assigned; implementation of construction, maintenance, and operation activities designed to provide quality infrastructure systems for the town; assists in the training of lower level employees performing the duties of maintenance and repair of water and sewer mains, streets, parks, pathways and storm drainage facilities; maintains a variety of records relating to inspections and maintenance; insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use; drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel, sand and snow; performs routine inspection and preventive

maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment; proficient operation of medium-sized to heavy construction and power equipment, such as backhoe, loader, dump trucks, graders, etc.; performs all duties in conformance with appropriate safety and security standards; performs required labor involved in construction, to service requests including water shut offs/turn ons; performs all duties in the maintenance of easements including removal of trees, using equipment to clear grass, brush and grading to allow access for sewer and water equipment.

### Streets

Performs road maintenance operations, including asphalt patching roads, filling potholes, applying crack-seal, repairing concrete, street sweeping, maintaining gutters and drainage, gravel road maintenance, and snow removal from town-maintained roadways.

### Water

Emergency and non-emergency operation and repair of the water system including the water plant water mains, pumps, tanks and appurtenances; installation, maintenance, and repair of various types of mains and appurtenances including; various makes of fire hydrants, valves, services lines, etc.; fire hydrant flushing and inspection; water testing; pressure testing; general building maintenance; pump operation and repair; meter repair, inspection, testing and reading; valve box repair; ability to read and interpret maps; inspection of mains and service lines; installation of water taps using various types of tapping equipment; operation of various types of locating equipment; operation of logic and control equipment (SCADA).

### Collection

Emergency and non-emergency sewer main cleaning using mechanical/hydraulic cleaning equipment; installation and repair of mains including manholes, services, etc.; ability to install service taps on sewer mains using various tapping procedures.

### **SKILLS:**

Equipment operation, safety, in depth mechanical knowledge, willingness to get job done, hard worker, diligence in all aspects of job, some public relations and interactions as necessary. Often acts as an independent crew leader for temporary staff members.

### **EXPERIENCE:**

Three (4) years of experience relating to operation, construction, maintenance, repair, or replacement of water, sewer systems, snow plowing, sanding, sweeping, using medium to heavy equipment and trucks.

**EDUCATION:**

- High school graduate or GED certificate required, trade school, associate's degree or higher encouraged.
- Must possess a CDL Class "A"
- Must possess Small Systems Water and Wastewater Licenses

**WORKING CONDITIONS:**

Inclement weather; dust; noise; exposure to and operation of equipment in all kinds of weather and other uncomfortable conditions.

**MENTAL AND PHYSICAL DEMANDS:**

Routine duties, basic decision-making; standing, stooping, reaching, lifting heavy objects, carrying various objects for extended periods of time; operation of equipment as well as hand tools (shovel, picks, jackhammer, etc.). Manual dexterity, manipulating, bending, kneeling, climbing. There will be a pre-employment assessment of the physical requirements of the position that applicant will be required to pass along with a drug test and background screening.

**ADDITIONAL REQUIREMENTS:**

In addition to normal shift hours the following are requirements of the position:

- On-call for snowplowing, plant operation and emergencies requiring shift work – days, nights, weekends and holidays.
- On call includes one night a week as well as rotating weekends and mandatory on call November 1<sup>st</sup>-April 1<sup>st</sup> for snow plowing 24/7, including all weekends and holidays.
- Valid Colorado Driver's License.
- Must possess CDL Class "A"
- Must possess Small Systems Water and Wastewater Licenses.
- Employee must able to get to the Town in 30 mins. in case of unexpected power outage, emergency, or disaster.