



JOB DESCRIPTION

Department	Public Works
Position	Parks Maintenance Worker I
Wage Status	\$22.45/hr. – \$28.65/hr. DOQ
Benefits	<p>Vacation and Sick Time: Accrues up to 3 weeks of vacation and 12 days sick time annually</p> <p>Health, Dental, and Vision: The Town provides 100% employer paid coverage for the employee and their family.</p> <p>Retirement: The Town has a 457 ICMA-RC plan and will match up to 7% of employee contributions as well as Roth IRA options</p> <p>Family Leave: The Town has a 12-week family leave plan for family expansion which is exclusive of PTO or sick time.</p> <p>Hayden Center: The town offers free family gym membership to all full-time year-round employees.</p> <p>Clothing Allowance: \$250 annually</p>
Supervised By	Parks Maintenance Supervisor or Public Works Director
Objective	Someone who is willing and able to grow in their role with the Town of Hayden through the Parks Department/Public Works Department. Employee should be a hard worker, proactive, willing to learn, and be a team player.

Duties and Responsibilities:

- Cuts, trims, seeds, top-dresses, aerates, and fertilizes turf areas. Checks, repairs and replaces irrigation systems.
- Maintains flower beds including: weeding, mulching, pruning, and planting.
- Responsible for parks maintenance, cleaning public bathrooms, monitoring of grounds, walkways, and parking lots for safety hazards and/or vandalism; properly disposes of trash, hazardous items, and/or other related items.
- Performs weed abatement and mowing within Town Right-of-way utilizing herbicides and/or mechanical removal.
- Pruning & removal of trees, using chainsaws, pole-saws, and woodchippers.



- May operate heavy or light equipment and assist with their inspection, maintenance and repair. Equipment includes: trucks & trailers, tractors, riding mowers, walk-behind mowers, push mowers, aerators, string trimmers, backpack blowers and sprayers, edgers, chainsaws and various hand tools. Cleans and fuels equipment. Documents conditions regularly.
- Assists with various festival & special event set up and tear down activities.
- Secures, cleans and cares for all basic tools and equipment needed for job assignments.
- Performs winter maintenance duties such as snow plowing, salting and sanding, removing snow and ice from sidewalks, steps, ramps and parking lots of Town facilities.
- Conducts winter trail grooming with snow machines and snowcat.
- Maintains safety inspection checklist of applicable grounds and facilities.
- Assists with monthly playground inspections and park inspections. Keeps logs of all inspections, and follows up with necessary maintenance details, to ensure our parks are safe, well-maintained and functional.
- Maintains various types of athletic fields and prepares fields for use prior to events.
- Observes all common safety practices.
- Operates and monitors water and wastewater plant as required for nightly and weekend on-call
- Other duties as assigned by supervisors.

Knowledge, Skills and Abilities:

Equipment operation, safety, some mechanical knowledge, willingness to get job done, hard worker, diligence in all aspects of job, some public relations and Experience in the operation of various pieces of equipment preferred; knowledge of operation and maintenance of mechanical and electrical devices (pumps, motors, etc.); knowledge of basic road and sidewalk maintenance and other maintenance responsibilities associated with local government maintenance interactions as necessary. Often acts as an independent crew leader for temporary staff members.

Education and Experience:

- High school graduate or GED certificate required, trade school or associates degree or higher encouraged.
- Previous experience working in a maintenance position supporting external customers is preferred
- An equivalent combination of education and experience may be considered



- Currently holding a CDL class "A" or ability to attain that within one year
- Must obtain Water Class D and Wastewater Class D licenses within two years of employment.

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 possibly one night a week as well as rotating weekends and mandatory on call, including all weekends and holidays.
- Valid Colorado Driver's License.
- Must obtain CDL Class "A" within one year of employment.
- Must obtain Water Class D and Wastewater Class D licenses within two years of employment.

Notice

This job description is not intended to be a comprehensive list of activities, duties or responsibilities for this job. The duties, expectations and actions listed for this role may change at any time with or without notice.

EEO Statement

We believe diversity makes us stronger. The Town of Hayden provides equal employment opportunities to all employees and applicants without regard to sex, gender identity, sexual orientation, genetics, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law.