

JOB DESCRIPTION

Department	Public Works
Position	Public Works 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>
Supervised By	Public Works Director and/or Public Works Superintendent
Position 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:

- Operation of necessary equipment owned by the Town of Hayden to perform tasks assigned. Including but not limited to a backhoe, loader, snow plows and grader.
- Currently holding a CDL class "A" or ability to attain that within 2 years of hire.
- Perform routine maintenance on Town vehicles and equipment.
- Perform maintenance and assist with operations of water and wastewater plants. Ability to attain operations licensure for Small Systems in Water and Wastewater from the State of Colorado within 12 months.
- Perform maintenance and assist with water distribution and wastewater collection systems. Often including hand tools as required.

- Provide information to supervisors and peer employees regarding equipment conditions when repairs are anticipated and/or needed.
- Maintenance and upkeep of landscape, parks and recreational fields.
- Always work in a safe manner.
- Other duties as assigned by Supervisors.

SKILLS:

Equipment operation, safety, some 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:

Experience in operations and maintenance of landscaping; 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.

EDUCATION:

High school graduate or GED certificate required, Collage associates degree or higher encouraged.

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 1st-April 1st for snow plowing 24/7, including all weekends and holidays.
- Valid Colorado Driver's License.
- Must obtain CDL Class "A" within two years of employment.
- Must obtain Small Systems Water and Wastewater licenses within one years of employment.

SUPERVISION:

Works under the supervision of the Public Works Director and/or Public Works Superintendent.