

JOB DESCRIPTION – PUBLIC WORKS UTILITY/OPERATOR 1

Approved by Board of Trustees: January 20, 2010

DESCRIPTION OF WORK

SUMMARY OF POSITION:

This is an hourly, position that will assume on-call duties assisting in a wide variety of skilled and semiskilled trades, maintenance, construction, janitorial and equipment tasks in connection with the operation, maintenance and repair of Town facilities, and will include meter installation, reading and repair, and operating water and wastewater facilities under the supervision of a licensed operator. The Town is seeking an individual who is actively seeking licensing and training opportunities.

IMMEDIATE SUPERVISOR: Works under supervision of the water and wastewater supervisor.

SUPERVISION EXERCISED: None.

INTERPERSONAL RELATIONSHIPS: Frequent contact with the public, town employees, and possibly members of the Board of Trustees. The individual will communicate information related to the Town or its functions to the public according to established procedures or instructions.

PHYSICAL DEMANDS: Requires full range of body movement, such as turning, stooping, kneeling and climbing. Requires full range of hand movements in the performance of the assigned duties, including the utilization of hand and power tools common to maintenance and repair activities. Must be able to regularly lift 50 pounds.

TYPICAL WORKING CONDITIONS: Occasional exposure to all weather conditions. Frequent working around moving mobile equipment. Working in trenches and excavations that may be wet. Frequent exposure to dirt, dust, mud and sewage. Occasional exposure to materials and chemicals that could cause personal injury if improperly handled. Occasional contact with verbally abusive public.

ESSENTIAL FUNCTIONS:

- Carry out a variety of maintenance and repair work assignments.
- Communication with public regarding public works activities.
- Independently complete assignments and resolve problems.
- Complete required paperwork and reports related to work activities.
- Perform a variety of general labor and maintenance tasks including the installation, repair and reading of water meters.
- Assist other Town employees in repairing water or wastewater lines.

- Perform general janitorial or maintenance duties relating to Town facilities and streets, including snow removal, as assigned.
- Operate hand and power tools, as well as mobile equipment.

Critical features of this job have been listed in this job description. They may be subject to change at any time due to reasonable accommodation or other reasons. Other duties and responsibilities may be assigned at any time.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES: The ability to follow oral and written instructions; knowledge of common tools and materials used in construction and maintenance work is desired. The ability to perform a variety of semiskilled maintenance and repair tasks; mechanical aptitude; ability to perform task outdoors in a variety of climatic conditions; ability to establish and maintain effective working relationships with superiors, other employees, and the public. Individual must possess and maintain a current Colorado driver's license. Ability to use computer for SCADA monitoring. Ability to keep neat and legible records. Acquisition of D Water License and D Wastewater License within 18 months from date of hire.

EDUCATION AND EXPERIENCE: Basic high school level writing, reading and mathematical skills. Ability to read, comprehend and follow written instructions and verbal direction.