

Full Job Description – Public Works Maintenance Lead Worker

Essential Duties and Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties and responsibilities are not all inclusive. Other duties may be assigned.

- Lead worker under the Public Works Supervisor providing leadership and supervision of other staff during the performance of various projects
- Repair, install, replace and maintenance of fire hydrants, water meter, vaults, water pumps, water distribution lines and water valves.
- Use airless sprayers and striping machines on streets and/or rights-of-way.
- Assist in installing, maintaining and repairing storm drainage system and sewer lines.
- Install, repair and/or replace right-of-way signage.
- Repair and maintain concrete sidewalks and asphalt streets.
- Perform inspections on equipment and vehicles such as fluid levels, leaks, condition of hoses and belts, tire pressure, brake lights and related areas.
- Secure, clean and care for all basic tools and equipment needed for job assignment
- Operate, clean, repair and maintain equipment such as backhoe, front-end loader and single and tandem axle dump truck, street sweeper and snow removal vehicles
- Assist skilled trade workers in performing various projects.
- Perform preventative maintenance as appropriate and as needed in a timely manner.
- Install street barricades and cones prior to the performance of construction and repair activities and community events
- Direct and control traffic around work sites
- Respond to requests and inquiries from customers of water and sewer utilities and from the public.
- Perform seasonal street maintenance duties such as snow plowing, salting and sanding, removing snow and ice from sidewalks and from drives and parking lots of Town facilities.
- Observe all common safety practices and participate in safety training and meetings
- Operate lightweight equipment powered by small engines for maintenance, clean up and minor construction projects.
- Work on-call, overtime and holidays in rotational shifts and as required by supervisor.
- Knowledge of and proper use of personnel protective equipment (PPE)

Qualifications and Requirements

QUALIFICATIONS:

BASIC KNOWLEDGE, SKILLS AND/OR ABILITY TO LEARN

- Demonstrate basic maintenance practices of vehicles, equipment, streets and water/sewer systems.
- Knowledge of methods, techniques and tools used in construction maintenance or related facilities.
- Display operation of a wide variety of equipment and tools used in public works maintenance, repair, and construction in a safe and effective manner.
- Demonstrate understanding of pertinent federal and state laws, codes, and regulations; Town ordinances, rules, policies, and procedures; Departmental rules, policies, and procedures.
- Ability to work effectively with other staff and public.
- Proficient oral and written communication skills.
- Bilingual (Spanish) language (speaking, reading and writing) skills preferred

EDUCATION, TRAINING AND CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent required, associates (2-year) degree is a plus.
- Valid Colorado Class "B" CDL Driver's License at time of application or within six-months of hire.
- Ability to obtain CPR, and First Aid certifications, or ability to obtain within one-year from date of hire – Provided by Town
- Certified Flagger, or ability to obtain within 1 year from date of hire.
- Ability to obtain Water distribution and sewer collection first level certifications within one-year from date of hire.

EXPERIENCE REQUIREMENT:

- Three-years' experience in public works maintenance or related field, including operating equipment.
- Three-years' experience in building maintenance, construction and repair.
- Three-years' supervisory experience.

Supplemental Information

PHYSICAL DEMANDS:

- Standing: remaining on one's feet in an upright position.
- Walking: moving about on foot.
- Handling: seizing, holding, grasping, or otherwise working with hand(s).
- Carrying: transporting an object, usually by hand, arm or shoulder.
- Climbing: ascending or descending objects usually with hands/feet.
- Balancing: maintaining body equilibrium to prevent falling over.
- Talking: expressing exchanging ideas by means of spoken words.
- Hearing: perceiving the nature of sounds by the ear
- Eye/hand/foot coordination: performing work through using two or more.
- Lifting: raising or lowering an object more than 60 pounds.
- Accommodation: ability to adjust vision to bring objects into focus.

WORKING ENVIRONMENT:

- Extreme Heat: temperature hot enough to cause marked bodily discomfort.
- Extreme Cold: temperature hot enough to cause marked bodily discomfort.
- Temperature Changes: variations in temperature form hot to cold.
- Wet: frequent contact with water or other liquid.
- Hazards: conditions where there is danger to life, body, and/or health.
- Subject to irregular hours.

The Town of Wiggins is drug free work place and an Equal Opportunity Employer.