

CLASSIFIED MAINTENANCE/CERTIFIED MAINTENANCE

DEFINITION

Under direction, performs duties required for the maintenance, repair, and improvement of buildings, equipment, grounds, and infrastructure of the town that are consistent with maintaining a clean, healthy, and safe environment for the residents of the town. This is accomplished by performing any and all tasks necessary for the ongoing general physical function of the municipality.

SUPERVISION RECEIVED and EXERCISED

Positions receive general supervision from the Town Administrator and direct supervision from the Field Services Supervisor, who plans and schedules all functions and activities of the position.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Performs simple and elementary work, such as moving heavy articles, equipment, and materials for use at various work sites.

Operates non-specialized equipment; assists with basic maintenance and repair of equipment.

Performs manual labor in performance of duties, using various hand tools and equipment. Performs related work as required.

Performs various ground work including excavation, loading and unloading of dirt, gravel, asphalt.

Performs various street maintenance duties such as cleaning gutters, street sweeping, raking and spreading asphalt, and patching holes.

Assists in the repair, installation and maintenance of sewer lines and related facilities.

Assists in the repair, installation and maintenance of water lines and related facilities.

Assists in the repair, installation and maintenance of electric lines and related facilities.

Performs various duties relevant to the preparation of soil for grass, grass cutting, tree trimming, raking leaves and other tasks relevant to grounds upkeep.

Performs snow removal.

Assists with demolition work and performs various other preparatory duties required to remove structures.

Assists with solid waste services by loading trash into the compactor truck.

COMPETENCIES REQUIRED

Some knowledge of the safe use, operation and preventive maintenance of equipment to which assigned. Skill in the use of hand tools and equipment to which assigned. Ability to follow specific oral instructions. Ability to perform manual labor for extended periods, often under unfavorable conditions. Ability to establish and maintain effective working relationships with associates. Work requires heavy physical effort at frequent intervals.

CERTIFIED MAINTENANCE REQUIREMENTS

Licensed to drive a motor vehicle in the State of Colorado with a minimum Class A Commercial Drivers License (CDL) preferred. Employees in this classification will hold a Colorado certification for wastewater, small system. Or, water certification, small system. Employees of this classification may also hold a certified pool operator's license. Engages in a wide variety of tasks in which skills in supervision of classified maintenance employees and the job site may be required.

ON CALL REQUIREMENT

The individual working as a classified maintenance/certified maintenance person is required to accept the responsibility of routine "on call" scheduling which includes nights, weekends, and holidays.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to completion of a high school diploma.