

Public Works Employee

Town of Log Lane Village is looking to fill public works/ maintenance employee (part-time interim with potential for full time position).

Under the direction of Public Works Director serves the public works activities for the town. Provide professional, quality customer service to citizens within in the Town of Log Lane Village, through administration of the Public Works Department.

Duties:

- Serve as a representative of the Town of Log Lane Village, demonstrating a positive attitude and display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Operate heavy equipment and assist with minor repairs on heavy equipment.
- Provide overtime services for emergency events such as but not limited to snow removal, water and/or wastewater systems failures and staff coverage.
- Park maintenance duties: Mowing, weed control, maintaining the irrigation system, weekly trash removal, repair park furniture and children's playground equipment, clean all sidewalks after the snow events, maintain all mowers and trimming equipment (oil changes, wear parts changed, belts etc).
- Street maintenance duties: clean storm drains, post/repair street signs, maintain street owned vegetation growth, maintain newly planted trees and plants, paint and maintain fire hydrant markers, remove the snow from all public owned properties (Town Hall, Police Department and Public Works). Must be able to train to operate the street cleaning equipment, plow truck, and any other heavy equipment used for the street program.
- Equipment maintenance duties on fleet and heavy equipment: oil changes, tire rotation, minor repairs, and major repairs, maintain/replace heavy equipment wear blades, all equipment are cleaned, and completed fleet check out document.
- Facility maintenance duties for the Town Hall, Police Department and Public Works facilities: Town Hall – minor plumbing, minor electrical, water de-freezing under building, minor labor assistance for office staff, Holiday lighting/decorating, maintain interior "exit" signage lighting, yard mowing and irrigation system. Police Department – Minor labor assistance for office staff, Holiday lighting/decorating. Public Works – Maintain and clean building and yard.
- Attend and participate in PWD staff safety meetings.

Provide service needs for Town Events car show, trick or treat street, Christmas party (barricades, trash, etc.).

Required Knowledge, Skills and Abilities:

Knowledge of & Ability to -

- Follow assigned directions and evaluate the work as instructed by the Director.
- Establish and maintain effective working relationships with other employees, representatives of other governmental agencies, and the public.
- Keep legible records.

Minimum qualifications:

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.

Education: High School or Above.

Experience: 1 year in a professional setting, preferably local government

Training: Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.

Licenses: At a minimum must possess, at time of employment and continuously throughout employment, a valid Colorado Class "C" driver's license. Must also have and maintain a CDL class "B" license or obtain one within 1 year of employment.

Environmental and Physical Conditions:

Physical/Working Requirements: _

Duties are primarily performed in the outdoor environment and shop environment. Physical effort is required to be performed primarily in an outdoor environment setting sustaining inclement temperatures. These required efforts can involve heavy manual labor in confined spaces and uncomfortable conditions; regular lifting/carrying/pushing or pulling heavy objects and equipment ranging in weight from 25 to 100 lbs; flexibility of work hours requires weekend, holiday, and evenings. Subject to 24-hour call back for emergency conditions. There may be long endurance hours to finalize an emergency task.

Job Hazards/Risk Factors:

Employee's risk physical hazard from mechanical and electrical equipment, dust, noise and traffic hazards. Exposure to biohazards, such as raw sewage, live sewer systems, Hypochlorite solutions (chlorine), sewer lift stations, human debris, drug paraphernalia; heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals, pesticides and herbicides, equipment fuels and oils.