

TOWN OF SIMLA
JOB DESCRIPTION

Job Title: Maintenance Employee
Department: Public Works
Reports to: Public Works Director
FLSA: Non-Exempt
Benefits: Paid Time Off, Sick Leave, Health, Life, Dental, Vision, and Retirement
Work Schedule: Monday through Friday, on-call duties after hours, weekends and holiday; attends meetings when required.

SUMMARY

Performs tasks and duties as assigned by the Public Works Director, in line with the job duties as specified below. Coordinates and manages day-to-day operations of Town's water and sewer systems, streets, and cemetery. In absence of, or under the direction of, the Public Works Director, is a liaison between public and Board in areas concerning operation of the Town's enterprise zones, and maintenance activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Including but not limited to:

Essential Duties:

- Day to day operations of the water and sewer systems as assigned by the Public Works Director.
- Logbooks, necessary reports, and forms completed, dated, and signed.
- Collects water and sewer samples for testing as assigned at regular intervals as required by State and Federal regulations. All reports are to be submitted to the Public Works Director for his/her signature.
- Maintains safety protocols for both public and employees while performing duties.
- Compiles by being knowledgeable of the Material Safety Data Sheet (MSDS) Manual and insuring an updated manual is in each his/hers vehicle, equipment, and buildings per personnel manual.
- Dispatched to work locations in emergency and routine situations.
- Performs On-call duties after hours, weekends, and holidays in accordance with the published schedule, or under emergency request of the Public Works Director.
- Assists in the development and oversight of the departmental annual budgets.
- May be required to work after normal work hours to attend meetings.

Responsible For:

- Assisting with the monthly maintenance report.
- Submitting time sheets to department head in a timely manner.

- Maintenance of Town property and equipment and protecting them from loss, damage and/or neglect.
- Reading, maintenance and repair of water meters.
- Assists with installation, and inspection of water and sewer taps.
- Mowing and maintenance of the cemetery, town parks, maintenance shops, well houses, and any other town properties.
- Mowing hedgerows and ditches on public rights of way.
- Minor repairs and maintenance of town vehicles, equipment, and buildings.
- Maintaining streets and alleys in adequate condition as determined by the Board of Trustees.
- Public contact with persons filling out maintenance requests.
- Snow removal from Town streets after each snow event.
- Snow removal of the town sidewalks in and around town buildings after and during snow events.
- Opening town facilities (such as restrooms, or bandstand, etc) for people or events that have complied with town requirements for the use of such facilities
- Assists with the seasonal spraying of mosquitoes including maintenance and calibration of sprayer and supply of spray.
- Assists with burials in the Simla Cemetery.

REQUIRED KNOWLEDGE, QUALITIES, SKILLS AND ABILITIES

- Possess a high degree of ethics, integrity and when needed, confidentiality. Has the ability to be innovative and creative in an often changing and challenging environment.
- Strong self-starter with ability to understand both written and verbal instructions and depending on the nature of the assignment to work under close, general or no supervision.
- High sense of responsibility and proven dependability
- Capable of producing quality work despite frequent interruptions. Perform various maintenance tasks; determine relative importance of each, set deadlines, and complete projects accordingly.
- Learn job-related material primarily through oral instruction and observation. This learning takes place in an on-the-job training setting.
- Performs alphabetical and numerical filing
- Possess a valid Colorado Driver License and good driving record.

PHYSICAL REQUIREMENTS:

- Ability to lift or carry items up to 80 pounds under some circumstances.
- Must be in reasonable physical condition to climb ladders, lift heavy articles, operate heavy equipment, etc.
- Ability to conduct activities involving walking, and frequent standing and sitting.

- Ability to conduct activities involving climbing, balancing, stooping, kneeling/bending, crouching, crawling, twisting, and reaching on a limited basis.
- Ability to use a computer.
- Could be exposed to adverse weather conditions.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS

High School graduate or GED equivalent. Having knowledge of municipal and state laws, helpful. Required to become certified as water and sewer operator, meeting state and federal requirements within 2.5 years of being hired.

The Town of Simla is an Equal Opportunity Employer.

I hereby acknowledge receipt of this job description

Date

Town of Simla Representative