



JOB POSTING

The **Town of Oak Creek** is hiring a full-time **Public Works Maintenance Worker I** to perform a wide variety of unskilled, semi-skilled and skilled work in all phases of maintenance, repair and construction of roads, flood control, and other public works facilities including electric system, water and sewer treatment and distribution systems, parks and building maintenance and related public works programs. Experience in operation of light and heavy equipment, mechanical aptitude, and construction trade knowledge is required. Knowledge of electrical power and water/wastewater distribution and collection systems is highly desirable. Must possess a valid Class B or higher CDL or be able to obtain such within six (6) months of hire. High school or GED diploma required. Starting wage is \$20.78; and can increase depending upon applicants qualifications. Submit application to Town Administrator/Clerk, Town of Oak Creek, P.O. Box 128, 129 Nancy Crawford Blvd., Oak Creek, CO 80467 or e-mail to clerk@townofoakcreek.com. Applications and full job descriptions may be found at www.townofoakcreek.com/employment/. Applications accepted until position filled. The Town is an Equal Opportunity Employer.

TOWN OF OAK CREEK

POSITION TITLE: Maintenance Worker I

DEPARTMENT: Public Works

REPORTS TO: Public Works Director or Designee **FLSA STATUS:** Non-Exempt

SUPERVISORY RESPONSIBILITIES: None

DATE APPROVED: April 12, 2012

SUMMARY OF POSITION: Performs a wide variety of unskilled, semi-skilled and skilled work in all phases of maintenance, repair and construction of roads, flood control, and other public works facilities including electric system, water and sewer treatment and distribution systems, parks and building maintenance and related public works programs.

ESSENTIAL DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Oak Creek retains the right to modify or change the essential and additional functions of the job at any time.

- Performs maintenance and construction work involved in the management of
 - the electric system,
 - streets,
 - water and sewer treatment and distribution systems,
 - parks and building maintenance,
 - and related public works programs.
- Responds to citizen needs for public works services as assigned by supervisor.
- Adhere to all Town safety and loss/control guidelines.
- Work is Monday through Friday, 40 hours per week, with a one (1) hour lunch break subject to change based on work load and scheduling; work overtime as circumstances dictate.
- On call during non-business hours on a rotating schedule and be able to report to duty within 30 minutes.

ADDITIONAL DUTIES

- Other duties as assigned.

REPORTING RELATIONSHIPS

Direction is provided by the Public Works Director or designee.

KNOWLEDGE, SKILLS, ABILITIES

- Basic public works maintenance practices, tools, and equipment; mechanical aptitude.

- Operation of light and heavy equipment, operation of tree trimming, lawn mowing and snow removal equipment. Entry level knowledge of electrical power systems.
- Safe driving rules and practices.
- Do heavy and manual labor including safe lifting and carrying practices.
- Must possess or attain hot line training thru a certified class within 6 months.
- Must possess or attain a class B or higher Colorado Commercial Driver's license within 6 months of hire.
- No specific education requirement, but a journeyman level understanding in at least one construction craft or trade is essential.
- Able to read and write English at a level required for successful job performance.
- Able to perform work relating to the maintenance, repair and construction of roads, including tree and traffic facilities, flood control and other public works facilities.
- Follow oral and written directions; keep simple records.
- Work cooperatively with others.
- Willing to learn to perform duties of higher level positions; sound work ethics.
- Ability to treat customers/citizens with respect; possess cultural awareness and sensitivity; be consistent and fair.

WORK ENVIRONMENT:

- Cold weather, wet environments, and vibration.
- Exposure to moving mechanical parts.
- Working environment may include high and precarious jobsites, fumes and dust, toxic or caustic chemicals and the risk of electrical shocks.
- Exposure to loud noises for prolonged periods.

PHYSICAL AND OTHER REQUIREMENTS:

- Frequently lift 25 lbs and occasionally lift and or moves up to 100 lbs.
- Must possess good close, distance, and peripheral vision.