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~~_____, 2024

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.

- Training to learn how to perform maintenance and operation of the Town's utility systems, road system, parks, and road maintenance equipment.
- Performs maintenance and construction work involved in the management of
  - the electric system,
  - streets and stormwater collection system,
  - 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.
- Learn and a~~A~~dhere to all Town safety and loss/control guidelines.
- Work is generally 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 and on-call rotation on weeknights, weekends and holidays.
- On call during non-business hours on a rotating schedule and be able to report to duty within 30 minutes when on-call.

ADDITIONAL DUTIES

- Other duties as assigned.

REPORTING RELATIONSHIPS

Direction is provided by the Public Works Director or their 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 twelve (12) months.
- Must possess or attain a class B or higher Colorado Commercial Driver's license within twelve (12) 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, stormwater drainage and flood control and other ~~public works~~street and stormwater facilities.
- Follow oral and written directions; keep simple records.
- Work cooperatively with others.
- Willingness to learn and perform duties of higher level positions; seek training opportunities for professional certifications that will qualify employee to perform necessary utility operations and infrastructure maintenance, maintain vehicles and equipment.
- Reliable e.g. shows up on time, prepared to work, cleans up workspace at the end of every shift, maintains Town tools and equipment so that they are ready to be used by someone else, or the next day; checks out vehicle and equipment at the beginning and end of each day, reporting to supervisor any identified damage or repair need(s).
- Learns and employs Town policies and safety practices; identifies dangerous situations and works independently or with others to correct these situations and/or report them to their supervisor.
- ~~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 25lbs and occasionally lift and/~~-~~or moves up to 100lbs.
- Must possess good close, distance, and peripheral vision.
- Must be able to climb onto and into heavy equipment.

- Must be able to stand and/or sit for several hours with few breaks.