



TOWN OF BUENA VISTA
Job Title:
Seasonal Maintenance Worker

Department: Public Works	Pay Grade: 1
Reports to: Streets Foreman	Wage Range: \$13.71 - \$18.97 per hour
Work Location: Public Works Shop	Effective Date: 04/21/2021
FLSA Status: Non-exempt	Revision Date:
Full Time: Seasonal Part Time:	Approved By: Shawn Williams

JOB SUMMARY

Performs a variety of labor and equipment operation duties involved in the daily operations of the Public Works Department.

JOB 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 Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

- Performs a variety of manual labor and maintenance on Town streets and related infrastructure including digging holes and trenches, patching, cleaning up debris, shoveling materials, and other similar activities.
- Operates a variety of equipment such as air compressors, forklifts, skid loaders, backhoes, and tractors.
- Operates a variety of hand and power tools including jackhammers, concrete saws, drills, and trowels.
- Performs maintenance and repair work to streets, sidewalks, alleys, parking lots, and gutters including patching potholes, trenching, and crack sealing.
- Hauls dirt and other construction materials.
- Loads and unloads trucks, and attaches trailers, mowers, and other equipment.
- Responds to public contacts in a professional and courteous manner.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, methods, materials, and equipment common to street maintenance work

- Safe working practices and procedures such as defensive driving, traffic control, and safe lifting techniques.

Skills and Ability to:

- Apply appropriate decision-making skills within scope of work environment.
- Use a variety of light construction equipment, motorized vehicles, and power and hand tools.

EDUCATION AND EXPERIENCE

- **Education/Training:** High school diploma or GED recommended but not required.
- **License or Certificates:** Must possess and maintain Colorado driver’s license.
- **Work Experience:** At least six months of experience with light equipment preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the functions of the job. Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or paper, and reaching with hands and arms.

- **Environment:** Most duties of this position are performed in an outdoor environment, with frequent exposure to extreme heat, extreme cold, and wet weather conditions, along with frequent exposure to a dry, dusty environment. May be exposed to concrete dust, hot asphalt, fumes, grease, oil, chemicals, and solvents.
- **Physical:** Frequent sitting, standing, step climbing, and walking. Must be able to operate motor vehicles. Employee must be capable of lifting 50 pounds repeatedly. May require climbing, balancing, bending, stooping, kneeling, and/or crouching.
- **Vision:** The employee must have good close, distance, and peripheral vision, as well as depth perception and the ability to adjust focus.
- **Hearing:** The employee must be able to talk and hear in order to communicate information and maintain awareness of the environment.

ACKNOWLEDGEMENT

By signing below, you are acknowledging that you are in receipt of this job description:

Signature

Date

Printed Name