

# Town of Paonia

## Public Works Operator Level 3

FLSA Status: Nonexempt  
Reports to the Public Works Director.

*Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual.*

### DEFINITION

Actively support and uphold the Town of Paonia's mission and values. 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 Paonia, through field supervision of the Public Works Department functions.

### ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITES

(Essential functions are those that the individual who holds the position must be able to perform independently or with the assistance of reasonable accommodations and provide field supervision and direction to others)

1. Serve as a representative of the Town of Paonia, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Provide field supervision for Public Works Department functions and act as Public Works Director in their absence.
3. Provide Public Works Director with recommendations for efficient and safe operations.
4. Must be able to operate heavy equipment and instruct others.
5. Provide after hours snow removal services and water and wastewater repairs.
6. Provide field supervision for street maintenance duties including, but not limited to, snow removal, storm drain maintenance, signage, street landscaping maintenance, and maintenance of associated equipment.
7. Provide field supervision for water distribution system maintenance and repairs including, but not limited to, repairs and/or modifications to any well, main water line, gate valve and box maintenances, and curb stop/meter pit services.
8. Provide daily water system reporting or ensure that reporting is completed as assigned by Public Works Director.
9. Provide field supervision and instruction for monthly water meter reads.
10. Provide field supervision for wastewater system maintenance including, but not limited to, repairs and/or modifications to any wastewater systems, service cleaning and adjusting, manhole cleaning, mainline repairs and identification markers.
11. Provide daily wastewater reporting or ensure that reporting is completed as assigned by Public Works Director.
12. Provide field supervision for facility and grounds maintenance including, but not limited to, HVAC maintenance, snow removal, mowing, weed control, plumbing, carpentry, and painting.
13. Provide field supervision for park maintenance duties including, but not limited to mowing, weed control, irrigation system maintenance, trash removal, park equipment repairs and maintenance, sidewalk maintenance and maintenance of associated equipment.
14. Provide fleet and heavy equipment maintenance and reporting including, oil changes, tire rotation, minor and major repairs.
15. Provide inspection services at the request of the Public Works Director.

16. Assist in preparation of Public Works Department safety meetings.

#### OTHER JOB FUNCTIONS

- A. Provide field supervision for Town Parades and Special Events.
- B. Provide Director with information regarding Municipal Code violations.
- C. Other duties as assigned.

#### QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position.

##### Knowledge of:

- Heavy equipment operations and maintenance.
- Water Distribution and Wastewater Collections/Treatment.
- Pumps and motor maintenance.
- Model Uniform Traffic Code (MUTCD) for signage.
- CDPHE Water quality testing procedures.
- CDPHE Wastewater testing procedures.
- Welding applications.
- Plumbing applications.
- Electrical applications.
- Water and wastewater main line repairs and water gate valve installations.
- Small tool applications.
- Computer programs.
- Town of Paonia Purchasing Policy.

##### Ability to:

- Plan, organize, coordinate, supervise, and evaluate work as instructed by Public Works Director.
- Communicate complex issues effectively, both orally and in writing.
- Analyze problems, identify alternative solutions, and implement recommendations.
- Operate fleet and heavy equipment independently and provide instruction to others.
- Weld and instruct others.
- Provide repairs and maintenance for heavy equipment, motors, pumps and fleet vehicles.
- Operate a computer and utilizing Microsoft Office products.
- Make major repairs and provide maintenance for heavy equipment, motors, pumps and fleet vehicles or to determine when professional assistance is necessary for repairs.
- Work non-standard hours such as evenings, weekends and holidays.
- Establish and maintain effective working relationships with other employees, representatives of other governmental agencies, and the public.
- Keep legible and organized records.

##### Experience, Education and Training:

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Associate or trade school degree. Bachelor's degree preferred.

Experience: Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the department in order to perform public services.

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

License of Certificate: At a minimum must possess, at time of employment a valid Colorado CDL Class "B" driver's license. Must possess a Water and Wastewater License or have the ability to acquire within one year of employment.

### WORKING CONDITIONS

Work is performed under the following conditions:

Duties are primarily performed in the outdoor and shop environment.

#### Physical Requirements:

Physical effort is required to perform primarily in an outdoor environment with potential for inclement weather. 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.

Physical demands of the job are subject to high levels of public contact and frequent interruptions; manual dexterity required; endurance for long hours during emergencies, audiovisual and linguistic acuity. Physical exertion is present due to frequent sitting, standing, walking, bending, twisting, stooping and reaching.

#### Job Hazards/Risk Factors:

Employees risk physical hazard from mechanical and electrical equipment, dust, noise and traffic hazards. Exposure to bio hazards 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.

*The Town of Paonia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodation to qualified individuals. The Town of Paonia encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.*