



Town of Paonia Job Descriptions

Job Title:	Public Works – Skilled Laborer (Streets)	New: <input checked="" type="checkbox"/> Rev.: <input type="checkbox"/>
Reports to (Title):	Public Works Director	
Department/Division:	Public Works – Streets Division (Home Division)	Expected Starting Wage is: \$52,000/Annually, Depending on Qualifications
	<i>One Total Position</i>	FLSA: Full-Time, Non-Exempt, Non-Bargaining

GENERAL SUMMARY:

Reporting to the Public Works Director, this position provides support to the overall operations of the Public Works Department and its divisions. The essential functions, duties, and responsibilities of the position are indicative of the daily activities that the position is expected to fulfill with minimal supervision or with the assistance of reasonable accommodation.

Work may require contact with the public, and it is expected that the successful candidate will demonstrate a positive attitude and serve as a representative of the Town of Paonia. All employees of the Town of Paonia are expected to exercise independent judgment with minimum supervision. Work is reviewed through individual development plans, goal setting and reviews with the position’s direct supervisor.

A general or skilled knowledge of concrete forming and finishing is preferred, and the salary is dependent on the experience and qualifications of the successful candidate.

REPORTING AND ORGANIZATIONAL RELATIONSHIP

This position reports to the Public Works Director and serves as support to all divisions within the Public Works Department. Although the home division is within the Streets Division, the position is expected to assist in every division of the Public Works Department as may be required and may be designated as the Town’s official Representative to contractors, engineers, and other vendors as they relate to the Public Works Department, depending on the successful candidate’s qualifications.

DUTIES AND RESPONSIBILITIES:

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 Paonia retains the right to modify, change the duties or essential functions of the job, and reclassify responsibilities at any time.



Town of Paonia Job Descriptions

- 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.
- Maintains and repairs, streets, roads, and public grounds as assigned including removing and replacing road materials, mowing, and trimming rights-of-way, weed control, litter removal, sign maintenance, snow removal, storm drain maintenance, street landscaping maintenance, and maintenance associated with equipment.
- Maintains parks, trails, open space, and public rights-of-way as assigned including planting trees and shrubs, maintaining irrigation systems; mowing and trimming lawns, shrubs, and trees; weed control; raking leaves; and litter removal.
- Operates a variety of equipment including mowers, weed eaters, tractors, turf-vacs, rototillers, and miscellaneous hand tools.
- Must have a basic understanding of the operation of heavy equipment and be willing to participate in instruction programs.
- Assist with water distribution system maintenance and repairs as needed, including, but not limited to, repairs and/or modifications to any well, main water line, gate valve and box maintenance, and curb stop/meter pit services.
- May be required to assist with monthly water meter reads.
- Assist with wastewater system maintenance including, but not limited to, repairs and/or modifications to any wastewater systems, service cleaning and adjusting, manhole cleaning, assisting in mainline repairs and identification markers.
- Assist with the successful operations of Town Parades and Special Events.
- Provide Supervisor with information related to Code Enforcement violations.
- Attend and participate in Public Works Department safety meetings.
- Assist with facility and grounds maintenance including, but not limited to, HVAC maintenance, snow removal, mowing, weed control, plumbing carpentry, painting, concrete work, and may provide labor for office staff.
- Generally, an after-hours availability may be scheduled for snow removal services and water and wastewater repairs.
- Depending on the qualifications of the applicant, a general knowledge of project management and prioritization may be required.



Town of Paonia Job Descriptions

KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of maintenance and janitorial practices, ability to work for periods of time in inclement weather, including wintery conditions, ability to establish and maintain effective relationships with other employees of the Town, ability to work flexible hours and days.

- Basic knowledge or ability to learn streets, parks, trails, and open space maintenance.
- Knowledge of safe operating procedures for heavy equipment, machines, tools, and toxic agents.
- Basic knowledge of carpentry, construction, concrete or the ability to learn.
- Ability to learn the methods, practices, and procedures of road maintenance, landscape maintenance, and general maintenance of City facilities.
- Ability to learn City policies and procedures.
- Ability to understand written and verbal assignments, asks questions if needed.
- Ability to take responsibility for own actions when errors and mistakes are made to allow for learning from those mistakes.
- Ability to accept new work assignments.
- Ability to cooperate with co-workers, supervisor, and other departments to foster spirit of team environment.
- Ability to communicate ideas clearly and respectfully in order to improve processes.
- Ability to develop relationships with people from diverse backgrounds.
- Ability to read, understand, and complete written requests and work assignments.
- Ability to understand and respond appropriately to verbal directions.
- Ability to work cooperatively with other employees and the public.
- Ability to learn industry standards and codes and implement them in the daily completion of projects.
- Core Competencies: Accountability, Integrity, Transparency & Honoring the Public Trust, Collaboration, Innovation, Safety, Excellent Service with Courtesy and Kindness.



Town of Paonia Job Descriptions

EDUCATION AND EXPERIENCE:

Required Minimum Qualifications:

- High school diploma or GED; supplemented by a minimum of four years' experience or training involving public works maintenance, building maintenance, construction and repair, or related fields; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must pass a background investigation, including a credit history check. Must be able to obtain and maintain all required certifications.
- Must possess and maintain a valid Colorado driver's license.

Preferred Qualifications:

- Class "B" Colorado CDL Driver's license
- Experience in Concrete forming, pouring, and finishing work particularly within sidewalks, driveway aprons and Americans with Disabilities Act compliance for intersections.
- Experience in managing construction project management.
- Any postsecondary education such as an Associate's Degree or Bachelor's Degree in Public Administration, Construction Management, or similar field.

WORK ENVIRONMENT:

Physical Ability: Tasks require the ability to exert moderate, and at times strenuous physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and involve lifting, carrying, pushing and/or pulling objects and material of heavy weight (50-75 pounds); may occasionally involve heavier objects and materials (up to 100 pounds); and using hand tools and power tools.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, snow, fumes, temperature and nose extremes, bright/dim light, machinery, traffic hazards, toxic agents, disease, pathogenic substances, violence, animal attacks, or animal bites. The position requires both working alone and as a member of a team.



Town of Paonia Job Descriptions

DISCLAIMER: The above information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.

HOW TO APPLY:

Submit a cover letter, resume, and completed Paonia Employment Application. It is acceptable to write, "See Resume" in the Education, Employment Experience, Special Skills and Qualifications, and References sections, of the Employment Application, as long as all requested information is readily available in the resume. It is important that the Applicant's statement is signed either with a 'wet' signature or a digital signature prior to submission. Completed application packages may be dropped off in person to the Town Hall (214 Grand Ave. Paonia, CO 81428) or by emailing Paonia@TownofPaonia.com, with a subject line: [Position Application], [Name].

For Office Use Only

Revision Date: 04/11/2024
Previous Revision Date: N/A
Previous Title: N/A