



Town of Paonia Job Descriptions

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| Job Title: | Public Works – General Laborer | New: <input checked="" type="checkbox"/> Rev.: <input type="checkbox"/> |
| Reports to (Title): | Public Works Director and/or Deputy Director | |
| Department/Division: | Public Works | Expected Starting Wage is: \$20.00/hour |
| | <i>One Total Position(s)</i> | FLSA: Full-Time, Non-Exempt, Non-Bargaining |

GENERAL SUMMARY:

Reporting to the Public Works Director and/or Deputy 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.

WORKING CONDITIONS and PHYSICAL ACTIVITIES:

This is a manual labor position. Most all bodily ranges of motion are required and must be able to lift up to 80lbs unassisted. Range of motion include, but not limited to, climbing, lifting, shoveling, stooping, kneeling, driving and repetitive motion. This position requires working in all Colorado weather conditions. Job requirements also include use of appropriate PPE for the task at hand.

DUTIES AND RESPONSIBILITIES:

- 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.
- Must have a basic understanding of the operation of heavy equipment and hand tools
- General daily duties include, but not limited to, maintenance and cleaning of, streets, culverts and ditches, park area and bathroom facilities. As well as snow removal, general landscaping and weekly trash collection.
- Generally, an after-hours availability may be scheduled for snow removal services and water and wastewater repairs.
- Occasional assistance with water and wastewater facility maintenance, repairs, locates and meter reading.



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- Assist with Town Parades and Special Events.
- Attend and participate in Public Works Department safety meetings.

KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of maintenance and janitorial practices, ability to work for periods of time in inclement weather, ability to establish and maintain effective relationships with other employees of the Town; ability to work flexible hours and days, with a maximum of 40 hours per week.

EDUCATION AND EXPERIENCE:

- High school diploma or Equivalent.
- Possession of, or ability to acquire a valid driver's license for the State of Colorado.
- Prior manual labor experience preferred.
- CDL Preferred but not required.