



# Parks/Facilities Maintenance & Recycling Technician Job Description

## ***GENERAL STATEMENT OF DUTIES:***

Performs a variety of entry-level duties related to (but not limited to) the installation, maintenance, and repair of Town sidewalks, parks and facilities, as well as the collection and data tracking of recycling, compost and trash from all Town owned public collection receptacles and Town facilities. The pay for this position is \$14.00 - \$16.00 per hour. This is a full-time position consisting of about 40 hours per week. Hours per week are subject to change based on weather events. Full-time benefits include paid holidays and time off, health, dental, and vision insurance, free membership to the Fitness Place and an Employee Assistance Program.

## ***SUPERVISION RECEIVED:***

Will be directly supervised by the Public Works Manager. Occasionally, may also work under the supervision of an Operator I or Parks Maintenance I employee.

## ***SUPERVISION EXERCISED:***

None – this is an entry level position.

## ***ESSENTIAL FUNCTIONS:***

### **Sidewalk Maintenance:**

This position will be responsible for sidewalk maintenance throughout Town. This may include plowing, shoveling, sweeping, weeding, cement patching, modifying drainage associated with sidewalks, and/or sanding. Maintain the sidewalk tractor and report all issues to Supervisor.

### **Recycling/Compost/Trash:**

This position is responsible for checking and collecting all recycling, trash and compost materials from all public bear boxes around town, as well as from other town facilities (i.e., Community Center). Collected materials will be weighed at the Public Works shop, documented on a data sheet and turned in monthly to the Streets Supervisor. Position will also include washing bear boxes/inner cans and installing/replacing bear cans as needed in coordination with the Streets crew.

**Parks, Cemetery and Facilities:**

Performs construction, and/or maintenance work associated with Town parks and facilities. This position will perform duties as assigned; which may include but is not limited to mowing, trimming, cleaning and maintaining bathrooms and facilities, preparing park for events, and assisting with the sprinkler system maintenance. May assist in locating, preparing, and securing graves.

**Building Maintenance:**

Required to clean, maintain, and make repairs to all Town owned properties and buildings, which includes but is not limited to, removing trash and recycling, sweeping and mopping, wiping down furniture and equipment, maintaining HVAC, etc. This position is required to document all maintenance and repair activities. Performs other duties as required.

**Streets Maintenance:**

Will be cross trained to perform a variety of street maintenance duties.

***QUALIFICATIONS:*****Required Minimum Qualifications:**

1. Must have a valid Colorado Driver's License.

**Desired Qualifications:**

1. A willingness to be flexible in performing multiple tasks throughout the day/week.
2. Must be able to work independently and be self-motivated.

**Desired Education and Experience:**

1. Must have a high school diploma or equivalent.
2. Previous experience related to streets, parks, or building maintenance.
3. Previous experience operating mowers, and common hand and power tools, etc. is preferred.
4. Mechanical diagnosis and repair experience preferred.

***Work Environment:***

Exposure to potential hazards such as high noise levels, various types of dust, and petrochemicals. Position requires frequent standing, sitting, long hours of driving and heavy lifting. Position requires a person with flexible disposition, a willingness to learn new ways of doing things, tolerant of constant interruptions at times, and an ability to work outside, in all types of weather, including but not limited to blizzards, high winds, and extremely sunny hot days.

*Note: All duties and descriptions listed in this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the employer and the applicant/employee, and is subject to change by the employer as the needs of the organization and requirements of the position change. It is the policy of the Town of Nederland not to discriminate on the basis of race, religion, creed, sex, age, national origin, or disability related to a bona fide occupational qualification.*