



# Maintenance & Recycling Technician Job Description

Department: Public Works – Parks & Facilities  
Starting Pay: \$17 – \$19 per hour  
FLSA: Hourly, Full Time; Non-Exempt  
Revised: July 2020

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

The Maintenance & Recycling Technician 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. This is a full-time position consisting of about 40 hours per week. Hours per week are subject to change based on weather events; must be available to work overtime, holidays, and weekends as needed. Preference to applicants with a Commercial Driver's License. May be subject to random drug screening.

## ***SUPERVISION RECEIVED***

Works under the direct supervision of the Public Works Manager. May work under occasional supervision of a Lead Operator, Operator I, or Parks Maintenance I.

## ***SUPERVISION EXERCISED***

None – this is an entry level position.

## ***ESSENTIAL FUNCTIONS***

### **Sidewalk Maintenance:**

- Responsible for sidewalk maintenance throughout Town, which may include plowing, shoveling, sweeping, weeding, cement patching, modifying drainage associated with sidewalks and/or sanding.
- Maintains the sidewalk tractor and reports all issues to Supervisor.

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

- Responsible for checking and collecting recycling, trash, and compost materials from all public bear boxes around Town and 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.
- Washes bear boxes/inner cans and installs/replaces 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.
- Performs duties as assigned, which may include, but is not limited to: mowing, trimming, cleaning, maintaining bathrooms/facilities, preparing park for events, and assisting with the sprinkler system maintenance.
- May assist in locating, preparing, and securing graves.

**Building Maintenance:**

- Cleans, maintains, and makes repairs to all Town-owned properties and buildings, including but not limited to: removing trash and recycling, sweeping and mopping, wiping down furniture and equipment, maintaining HVAC, etc.
- Documents all maintenance and repair activities. Performs other duties as required.

**Streets Maintenance:**

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

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

- High school diploma or equivalent.
- Valid Colorado Driver's License.
- Must be able to utilize Outlook email, Xcel for data entry, and networked computer systems.
- A willingness to be flexible in performing multiple tasks throughout the day/week.
- Must be able to work independently and be self-motivated.

**Desired Qualifications:**

- Commercial Driver's License (CDL)

**Desired Education and Experience:**

- Previous experience related to streets, parks, or building maintenance.
- Previous experience operating mowers, and common hand and power tools, etc. preferred.
- 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 a flexible disposition, a willingness to learn new ways of doing things, the ability to effectively handle constant interruptions at times, and the ability to work outside in all types of

weather including, but not limited to, blizzards, high winds, and extremely sunny, hot days.

**Note: The above description is not all-inclusive.**

### ***Benefits & Pay***

- 1) This full-time, hourly, non-exempt position is paid \$17 – \$19/hour
- 2) Employer-sponsored health, dental, and vision insurance
- 3) Employer-sponsored 457(b) retirement plan, up to 4% employer match
- 4) Generous vacation and PTO package, including 12 paid holidays
- 5) Pass to Nederland Community Center gym
- 6) Free EcoPass (bus pass)
- 7) Access to Employee Assistance Program (EAP)
- 8) Short-term and long-term disability insurance at no cost to employee
- 9) Life insurance policy (\$50,000)
- 10) Optional Health Savings Account program

*All duties and descriptions listed in this job descriptions 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 employee and is subject to change by the employer as the needs of the organization and requirements of the position change. The Town of Nederland does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, marital status, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.*