



Parks & Trails Maintenance Worker – Temporary Job Description

Department: Public Works – Parks

Pay: \$20 per hour

FLSA: Temporary; Hourly, Non-Exempt

Schedule: 30-40 hrs/week through the months of June, July, & August

GENERAL STATEMENT OF DUTIES:

Performs a variety of entry-level duties related to parks, trails, and general facilities maintenance, especially projects related to executing the Great Outdoors Colorado (GOCO) Resilient Communities Program grant, which the Town was awarded March 2021. This is a temporary, non-benefitted position consisting of about 30 – 40 hours per week through the months of June, July, and August. Schedules can be flexible and are subject to approval.

SUPERVISION RECEIVED:

Works under the direct supervision of the Public Works Streets Manager, or works under the direct/general supervision of the Parks Maintenance Lead. May work under occasional supervision of an Operator I or II.

SUPERVISION EXERCISED:

None – this is an entry level position.

ESSENTIAL FUNCTIONS:

Trails and Sidewalk Maintenance:

- Responsible for trails, sidewalk maintenance, and general trash pick-up throughout Town.
- Duties may include sweeping, weeding, modifying drainage associated with trail work, and some trail construction.

Recycling/Compost/Trash:

- 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 weekly to the Parks Lead.
- May also include washing bear boxes/inner cans and installing/replacing bear cans as needed in coordination with the Streets crew.

Parks and Facilities:

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

QUALIFICATIONS:

Required Minimum Qualifications:

- Valid Colorado Driver's License
- High school diploma or equivalent
- Must be able to work independently and be self-motivated
- A willingness to be flexible in performing multiple tasks throughout the day/week

Desired Education and Experience:

- Previous experience related to parks, trails and facility maintenance
- Previous experience operating mowers, and common hand and power tools, etc. 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, constant interruptions at times, and an ability to work outside in all types of weather including but not limited to rain, high winds, and extremely sunny hot days.

Note: The above description is not all-inclusive.

BENEFITS & PAY:

- 1) This temporary position is paid \$20/hour working 30 – 40 hours per week through the months of June, July, and August. Schedules can be flexible and are subject to approval.
- 2) Because this position is temporary, this is a non-benefitted position.

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.