

TOWN OF BUENA VISTA, COLORADO
Job Title: Seasonal Parks Worker

Department: Public Works
Reports to: Parks Supervisor
Work Location: Public Works Shop
Status: Non-Exempt, Full-Time
Pay Range: \$12.00 to \$14.00
Approved By: Shawn Williams

GENERAL STATEMENT OF DUTIES

Performs a variety of skilled labor and equipment operation duties as part of the daily operations of the Public Works Department. Position must occasionally work long, non-business hours to fulfill organizational needs and respond to emergencies.

ESSENTIAL DUTIES

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 Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

1. Performs a variety of manual labor in the maintenance of Town Parks, including cleaning bathrooms, emptying trash, mowing and weed eating, digging holes and trenches, cleaning up debris, shoveling materials, and performing other similar activities.
2. Operates light equipment such as pickup trucks, trailers, mowers, weed eaters, air compressors, and other types of vehicles. Utilizes power and hand tools including saws, drills, shovels, rakes, and brooms.
3. Hauls dirt and other materials.
4. Loads and unloads trucks, and attaches trailers, mowers, and other equipment.
5. Identifies maintenance and/or repair needs of assigned equipment. Performs routine service on assigned vehicle including filling with gasoline, water, and oil as needed as well as checking brake systems and other safety devices.
6. Maintains daily activity records and maintenance logs as required.
7. Responds to public contacts in a courteous and professional manner.
8. Performs work in compliance with safety standards and practices.
9. Will occasionally assist with repairs to water system infrastructure.
10. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Methods, materials, and equipment common to municipal public works operations
- Safe work practices and procedures such as defensive driving and safe lifting techniques
- Traffic laws and safety rules applicable to truck and equipment operation

Skills and Ability to:

- Apply appropriate decision-making within scope of work procedures
- Interpret and carry out verbal and written directions
- Maintain accurate activity records and logs
- Work safely and promote safe work habits
- Establish and maintain good working relationships with coworkers, contractors, outside agencies, and the public

Supervisory Duties: No formal supervisory responsibility. May be required to informally supervise day laborers, community service workers, and/or seasonal laborers from time to time.

EDUCATION AND EXPERIENCE

Education/Training: High school diploma or GED required.

License or Certificates: Must possess a valid Colorado driver's license.

Work Experience: None

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the functions of the job. Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or paper, and reaching with hands and arms.

Environment: Most duties of this position are performed in an outside environment involving frequent exposure to extreme heat or cold, to wet weather conditions, and to dry, dusty, and noisy environments.

Physical: Frequent sitting, standing, step climbing, and walking. Must be able to operate motor vehicles. Employee must not be afraid of heights, must be able to climb a ladder, and must be capable of lifting and carrying 50 pounds repeatedly. Will require climbing, balancing, bending, stooping, kneeling, and/or crouching. Must be able to walk on uneven or slippery surfaces.

Vision: The employee must have good close, distance, and peripheral vision, as well as depth perception and the ability to adjust focus.

Hearing: The employee must be able to talk and hear in order to communicate information and maintain awareness of the environment. Employee must be able to use a telephone and two-way radio.