

JOB DESCRIPTION FOR STREETS AND PARKS DEPARTMENT TECHNICIAN

CLASSIFICATION: Full Time (Non-exempt)

QUALIFICATIONS

Streets and Parks department staff must have representative skills set forth below to be able to perform each of the essential duties satisfactorily. Each employee must have a Clean DMV record and shall pass a background check to the Town's satisfaction.

ESSENTIAL DUTIES

Staff shall work under the direction of the Streets and Parks Supervisor and Mayor and shall perform the following essential duties:

- Positions on the streets and parks crew are considered emergency service personnel; **employees in this position are required, as a condition of employment,** to be available to respond to emergency phone calls within 30 minutes and to be on-site within one (1) hour.
- 1. **Vehicles.** Operate and provide preventative maintenance for graders, backhoes, tractors, mowers, dump trucks and dump truck with snowplow. Town vehicles will not be used for personal use.
- 2. **Daily Record.** Each staff is responsible for the daily completion of a time sheet at the end of their workday. Each staff shall return the time sheets to the Town Clerk monthly.
- 3. **Streets.** Staff must grade, gravel, and repair all streets and alleys in Westcliffe. They must check and clean culverts and gutters, clean and clear ditches and generally maintain the streets and alleys.
- 4. **Plow Snow.** Staff is responsible for plowing snow off the streets and alleys of Westcliffe. Intersections should be cleared completely. Staff shall follow any town snow removal policy.
- 5. **Mow Weeds.** Staff must mow weeds along all rights-of-way.
- 6. **Traffic Signs.** Staff must cut bushes, weeds, etc. that restrict the visibility of traffic signs. They must also repair or replace any damaged signs. They are to recommend additional signs as the need arises.
- 7. **Park Maintenance.** Town parks must be watered and mowed as needed. General upkeep shall be done by staff. Park restrooms and shelters shall also be cleaned and maintained.
- 8. **Trash Removal.** Staff is responsible for emptying all trash barrels on Main Street and the town park, and keeping all trash off streets and alleys.
- 9. **Safety.** Staff shall practice good safety habits while operating all town equipment.
- 10. **Communication.** Staff shall keep the Supervisor or Mayor informed as to all work completed and in progress. The best time for Staff to communicate with the Trustees is at the regular monthly meeting of trustees, held on the first Tuesday of every month.

Effective Two-way Communications: Communications, verbal and written, are so very important today. If resident-taxpayers are to be satisfied every effort must be expended to ensure that communications are complete, accurate and given with the appropriate level of urgency. Westcliffe employees need to be tireless in their efforts to improve two-way communications.

11. **Animal Control.** Staff shall capture and impound dogs “at large” and care for such impounded animals during impoundment. Staff shall also enforce the Animal Control Ordinance as it may exist from time-to-time.
12. **Teamwork;** The ability to be responsive, competent and seamless is important in the effort to run a well operating community. Cooperation, compromise, collaboration and unity of purpose are extremely important for any work group. The ability to support one another, take personal responsibility and live up to commitments is a key in any team environment.
13. **Other Duties.** Staff shall keep the shop and surrounding yard cleaned up and maintained and shall provide assistance at the town hall as needed. Staff shall perform such other duties as may be assigned from time-to-time by the Mayor.

REPRESENTATIVE SKILLS

The following are representative of the kind of skills required on the job.

LANGUAGE SKILLS:

- The ability to read and interpret documents such as safety rules, operating instructions and maintenance manuals.
- The ability to write routine reports.
- The ability to respond to common inquiries and/or complaints from the public or employees.

MATHEMATICAL SKILLS:

- The ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

REASONING ABILITY:

- The ability to carry out instructions furnished in written, oral or diagram form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee is regularly required to use hands and fingers to handle or feel objects, tools, or controls and reach with hands and arms.
- The employee frequently is required to climb or balance; talk or hear; stand, walk, sit, stoop, kneel, crouch, or crawl and taste or smell.
- The employee must occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include color vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee regularly works in outside weather conditions.
- The employee occasionally works near moving mechanical parts.
- The noise level in the work environment is usually loud and occasionally very loud.

This job description has been reviewed and approved.

Employee

Date

Supervisor

Date