

TOWN OF YAMPA

POSITION TITLE: Road and Bridge/Buildings and Parks Maintenance Operator

DEPARTMENT: Public Works

REPORTS TO: Town Administrator/Clerk or Designee **FLSA STATUS:** Non-Exempt

SUPERVISORY RESPONSIBILITIES: None

DATE APPROVED: October 20, 2021

SUMMARY OF POSITION: Operates Road and Bridge/Buildings/Parks Department. This may also include the need to work in other service areas as assigned by the Town Administrator/Clerk to meet more pressing needs elsewhere in Yampa.

Must have the ability to assist nights and on weekends as needed to provide repairs, testing, and rotating on-call status for system checks that ensure proper systems operations and regulatory compliance on a 24-hour basis. Must be able to respond within 40 minutes when on-call in the event of an emergency.

Must be willing to perform all repairs as well as maintenance and cleaning of the Town's equipment, vehicles, buildings as well as other structures and devices. Will perform a variety of skilled, semi-skilled and labor tasks associated with mechanics, construction, maintenance and laborer related activities. Will assist other departments as assigned or directed.

ESSENTIAL DUTIES/RESPONSIBILITIES

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 Yampa retains the right to modify or change the essential and additional functions of the job at any time.

- Conducts routine inspections of Town streets, buildings, and parks to identify deficiencies and safety hazards; Recommends and implements projects and repairs to remedy the deficiencies.
- Provides maintenance, repair, and inventory tracking of equipment.
- Manages inventories of parts and tools and ensures the tools, equipment and facilities of the Town's streets, buildings and parks department are secure and well maintained.
- Develops and implements facilities maintenance programs.
- Identifies and develops needed capital improvement projects. Plans for and coordinates improvement and construction projects.

- Responsible for snow removal, clearing sidewalks, and keeping fire hydrants accessible, grading of roads as needed and lawn maintenance for public parks in the appropriate months.
- Assist Public Works Water and Wastewater Department reading meters monthly.
- Respond to citizens' inquiries and complaints. Conducts inspections and resolves customer issues.
- Research equipment, vendors and materials and prepares and implements streets, buildings and parks annual budget. Responsible for the review and approval of department expenditures.
- Completes daily work and compiles operational records. Prepares required reports. Prepares and maintains a variety of records including maintenance schedules, work schedules, and inventories.
- Follow and enforce applicable safety regulations. Follows and enforces rules, regulations, policies and procedures relating to the streets, buildings, and parks. Develops and administers policies and procedures, such as procedural guidelines and maintenance standards, to assure effective and safe functioning of activities which are in compliance with Town standards and legal requirements.

ADDITIONAL DUTIES

- Works with consulting engineers and contractors on streets, buildings and parks projects of the Town. Conducts inspections of work in progress. Provides technical support and direction for construction projects as pertains to streets, buildings, and parks. Ensures construction projects comply with the Town of Yampa's ordinances, regulations and all Town code requirements.
- Assists in the technical review and approval of land use applications, annexation agreements, development proposals and other related assignments. Review plans for building permits for the Routt County Regional Building Department as it pertains to streets, buildings, and parks.
- Works in conjunction with other Town of Yampa personnel regarding municipal code enforcement.
- Responds to inquiries from federal and state agencies related to streets, buildings, and parks.
- Attends meetings of organizations/agencies pertinent to the streets, buildings, and parks department of the Town.
- Assists Public Works Water and Wastewater Department as needed.
- Shares in twenty-four hour on-call service with other Town Public Works personnel.

REPORTING RELATIONSHIPS

Direction is provided by the Town Administrator/Clerk.

KNOWLEDGE, SKILLS, ABILITIES

- Ability to establish and maintain effective working relations with superiors, fellow workers and the public in a respectful yet flexible manner.
- Able to demonstrate team leadership and management skills while maintaining a good attitude and courteous demeanor even during stressful or crisis situations.
- Possession of good decision and problem-solving skills.
- Sound work ethics as well as dedication to the position and the Town of Yampa while being consistent and fair.
- Strong written and verbal communication skills. Knowledge of the use of proper grammar, punctuation, and spelling.
- Ability and skill to operate general office equipment.

EDUCATION, EXPERIENCE, TRAINING

- High school diploma or GED equivalent
- Class D Water Operators License, Class D Wastewater Operators License, Class 1 Distribution and Collections Licenses within two (2) years of start date. Class C Water Operators License by third year of employment to serve as backup for Public Works Water and Wastewater Department.
- Possession of a current and valid Colorado driver's license with an acceptable driving record.
- Successful completion of a pre-employment background check and physical evaluation.
- Work experience in positions similar or related to this job is preferred but not required.

WORK ENVIRONMENT

- Work is performed indoors and outdoors, with many activities involving standing and walking.
- Exposure to loud noises emanating from tools as well as adverse weather conditions and/or unfavorable traffic conditions while in the field.
- Travel may be required.

PHYSICAL AND OTHER REQUIREMENTS:

- Conducts activities involving frequent walking, standing, and sitting.
- Ability to lift up to 60 pounds, push or pull up to 100 pounds and move up to 100-pound items that include chemical drums, chemical cylinders, asphalt paint, water pumps, generators, cement, oil drums, tires, fuel, chains, signs, and cones.
- Work with hands above or at shoulder height while handling objects weighing up to 10 pounds.
- Ability to conduct activities involving climbing, balancing, stooping, kneeling, bending, crouching, crawling, twisting, climbing, and reaching.

- Ability to participate in routine conversation in person or via telephone and to distinguish equipment signals and alarms, telephone, voice, radio, and other auditory tones.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity to conduct responsibilities accurately and safely.

The Town of Yampa may perform drug testing on all personnel to assure a drug free and safe work environment.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.