

Town of Ignacio
Job Description

MAINTENANCE WORKER II

Supervisor: Director of Public Works
Department: Public Works
Revised: 04/22/2024

FLSA Status: Non Exempt
Position Status: Full Time

POSITION SUMMARY: Performs a variety of skilled and unskilled work and operates a variety of equipment in the construction, operation, repair, maintenance and replacement of Town water, gas, street, parks, storm drainage facilities and waste water systems. Maintenance Worker II will have other duties beyond the Maintenance Worker I specific to the gas system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspects, reads and/or repairs meters, streets, drainage systems, water system, gas system, and automatic lawn sprinkling system at frequent intervals to insure all aspects of the system are functioning properly.
- Determines the locations of underground utilities such as water, gas, telephone, power, television, drainage systems, sewer lines, etc. from the appropriate source's prior to excavation for the Town or anyone wanting to excavate utilizing the One Call locate system.
- Operates equipment of various types needed to maintain streets and utilities.
- Performs routine inspection, preventive maintenance and repair on equipment and refers defects or needed repairs to supervisor; cleans equipment and tools.
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- Performs all duties in conformance to appropriate safety and security standards.
- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole, line cleaning, main, pipe repair, laying and backfilling.
- Cuts, fits, lays, repairs, installs taps, cleans, flushes water mains, pipe, valve, fittings and fire hydrants.
- Upgrade map changes in the natural gas, water and waste water systems.
- Complete forms on all utilities.
- Proficient in the use of equipment such as used in leak detection, cathodic protection, locating and other equipment used to maintain the gas lines and keep it in a safe operating condition.
- Maintains vehicle and equipment maintenance forms on all equipment and vehicles.
- Performs other job related duties as required or requested.

QUALIFICATIONS:

- High school diploma or equivalent required.
- Have basic computer and technology skills.
- Must have basic knowledge of equipment, facilities, materials, methods and procedures used in maintenance construction and repair activities.
- Must possess or be able to obtain certifications for gas, water distribution systems and waste water collection.
- Must have first aid and CPR certification
- Must be skilled in operations of tools and equipment to maintain listed duties.
- Must maintain a telephone for emergency notification purposes.
- Must be able to work or be on call for holidays and weekends as assigned.
- Must pass pre-employment drug test.
- Must possess a valid State of Colorado class “B” CDL (commercial driver’s license) and be insurable under the Town vehicle insurance policy.

LANGUAGE SKILLS: Must have the ability to communicate clearly and accurately, orally and in written format. The requirements of language skills will vary depending on department needs.

MATHEMATICAL SKILLS: Must have the ability to add, subtract, multiply and divide in all units of measure.

REASONING ABILITY: Must have the ability to establish and maintain effective working relationships with town officials, town staff, co-workers and the public.

Must have the ability to maintain strict confidentiality at all times, including the ability to recognize situations in which confidentiality is required.

PHYSICAL REQUIREMENTS:

- Regularly required to use hands, eyes, etc. to handle tools, to operate equipment, and communicate with staff and public.
- Required to sit, climb, balance, stoop, kneel, crouch, crawl, walk and stand.
- Must be able to lift a minimum of 50 pounds.
- Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Adequate hearing is required to hear/talk with all individuals and to use communication devices and telephones on a consistent basis.
- Must have a normal sense of smell.

WORK ENVIRONMENT:

- Frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.

- Occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.
- Work will involve working outdoors and driving Town vehicles, large trucks, snowplows and heavy equipment in all weather conditions.
- Noise level in the work environment is moderate to loud.
- Position will involve working in confined spaces such as vaults and manholes.
- Work will involve communication with the public, vendors and town employees on a daily basis; including telephone as well as face-to-face interaction.
- Position will require working on call irregular hours to include shift work, holidays and weekends.

STATEMENT OF UNDERSTANDING

I have read and understand the above position descriptions. I assert that I am able to perform the essential job functions, meet the physical requirements of this position and satisfy the expectation for regular attendance.

Employee Signature

Date

Supervisor Signature

Date

Town Manager Approval

Date