

Town of Akron

Public Works Employee

Roads and Building Maintenance

JOB PURPOSE

The Town of Akron, Public Works (PW) Department is responsible for the maintenance of Town parks, streets, sewer/storm drain, water and wastewater systems, sanitation (trash services), and facilities/buildings owned by the Town. In the winter PW is responsible for snow removal from the Town facilities, sidewalks, and streets. All PW employees is responsible for performing a variety of maintenance work relating to the operations, maintenance and repair of these Town facilities and amenities. While all PW employees are expected to work as a team and help across the board, each PW employee has primary and shared responsibilities to ensure an overall smooth operation of the town, delivering the highest quality of livability and customer service to our residents, businesses, and visitors.

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 Akron retains the right to modify or change the duties or essential functions of the job at any time.

- The primary duties of this position will be road maintenance and repair, and Town owned buildings/facilities maintenance and repair.
- Secondary duties of this position will involve helping with the collection of trash, mowing, raking, weeding, painting, edging, shoveling, digging, spraying, moving furniture, cleaning, and transporting equipment or materials.
- Ensure that tools, equipment, and facilities of the Public Works Department are secure and well maintained;
- Advise the Public Works Director of all matters which may need immediate attention;
- Ability to inform the public and communicate public works' decisions to the public professionally and courteously. Contacts residents and business owners in an area where service may be interrupted and gives an estimation of when such service will be shut off and how soon it will be turned back on as directed from the PW Supervisor;
- Requires implementation of safe work practices in the operation of heavy equipment, light equipment, Town vehicles and power tools; and in safe methods of performing maintenance and construction work;
- Conducts special projects and assignments as required and assigned by supervisor and Town Manager;
- Provides back-up support for all Town departments and functions as needed; and willingness to assist other departments.
- This position will be required to cover one weekend of water/wastewater coverage approximately every two months. The Water/Wastewater weekend coverage duties require the PW employee to remain within 15 minutes' drive from Town limits and performing monitoring duties of the town wells.

KNOWLEDGE, SKILLS, & ABILITIES:

- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations;

- Ability to read and understand written information. Ability to compose information and instruction in written form;
- Ability to establish and maintain effective working relations with superiors, fellow workers, and the public in a respectful yet flexible manner. Must be able to demonstrate team collaboration skills while maintaining a good attitude and courteous demeanor even during stressful or crisis situations. Should possess good decision and problem-solving skills. Must demonstrate sound work ethics as well as dedication to the position and the Town of Akron while being consistent and fair;
- Willingness to learn;
- Takes initiative and is self-directed regarding primary job responsibilities

WORKING CONDITIONS:

- Ability to perform routine to strenuous physical work for extended periods of time, indoors and outdoors, and during extreme weather conditions;
- Work in potentially hazardous conditions with heavy equipment;
- Work in extreme temperatures including hot and cold, and exposed to rain and snow;
- May be required to work some overtime.

QUALIFICATIONS:

- Has previous work experience in public road maintenance and repair, with the ability to direct and autonomously assess and complete road maintenance and repair projects.
- Has previous work experience in public/commercial facilities maintenance and repair, with the ability to direct and autonomously assess and complete needed Town owned buildings/facilities maintenance and repair.
- Current and valid Colorado driver's license with an acceptable driving record;
- High School Diploma or GED equivalent;
- Must be able to pass a drug and alcohol test.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully.

- Ability to lift or carry up to 80lbs. And to push or pull up to 80lbs;
- Ability to conduct activities involving balance, kneeling/bending, and reaching on a limited basis;
- Ability to participate in the routine conversation in person or via telephone and to distinguish telephone, voice, 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 perform responsibilities of the position;
- Ability to use a computer for moderate periods of time;
- Ability to legally operate Town owner vehicles and equipment.