



City of Dacono Job Description

Job Title: Maintenance I
Reports To: Supervisor
FLSA Status: Non-Exempt
Department: Public Works
Location: City of Dacono
Prepared By/Date: Jon Rabas 8/29/17

SUMMARY: Receives general supervision from the Public Works Supervisor. Performs a variety of customer service and preventative maintenance duties in the maintenance of City public infrastructure and property.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties and responsibilities are not all inclusive. Other duties may be assigned.

- Repair, install, replace and maintenance of fire hydrants, water meter, vaults, water pumps, water distribution lines and water valves.
- Use airless sprayers and striping machines on streets and/or right-of-ways.
- Assist in installing, maintaining and repairing storm drainage system.
- Install, repair and/or replace right-of-way signage.
- Repair and maintain concrete and asphalt streets.
- Secure, clean and care for all basic tools and equipment needed for job assignment
- Operate, clean, repair and maintain equipment such as backhoe, front-end loader and single and tandem axle dump truck
- Assist skilled trade workers in performing various projects.
- Perform preventative maintenance as appropriate and as needed in a timely manner.
- Install street barricades and cones prior to the performance of construction and repair activities.
- Respond to requests and inquiries from customers of water and sewer utilities and from the public.
- Perform seasonal street maintenance duties such as snow plowing, salting and sanding, removing snow and ice from sidewalks, steps, seats and ramps from drives and parking lots of City facilities.
- Observe all common safety practices.
- Operate lightweight equipment powered by small engines for maintenance, clean up and minor construction projects.
- Work on-call, overtime and holidays as required by supervisor.

DISTINGUISHING CHARACTERISTICS

SUPERVISORY RESPONSIBILITY:

- No supervisory responsibility.

QUALIFICATIONS:

BASIC KNOWLEDGE AND ABILITY TO LEARN:

- Demonstrate basic maintenance practices with water, sewer and streets.
- Knowledge of methods, techniques and tools used in construction maintenance or related facilities.
- Display operation of a wide variety of equipment and tools used in public works maintenance, repair and construction in a safe and effective manner.
- Demonstrate understanding of pertinent federal and state laws, codes and regulations; City ordinances, rules, policies and procedures; Departmental rules, policies and procedures.
- Ability to work effectively with other staff and public.
- Strong oral and written communication skills.

EDUCATION, TRAINING AND CERTIFICATION REQUIREMENTS:

- High school diploma or equivalent.
- Valid Colorado Class "B" Driver's License with air brake endorsement within 12 months of hire.
- Ability to obtain Water distribution 1 certification within 1 year from date of hire.

EXPERIENCE REQUIREMENT:

- One-year experience in public works maintenance or related field, preferred.
- One-year experience in building maintenance, construction and repair, preferred.

Preferred:

- One-year experience operating heavy machinery such as backhoes and skid steers.
- One-year experience in street maintenance.
- One-year experience repairing water and sewer lines.

Working Environment/Physical Activities:

- Perform physical requirement of walking, standing, stooping, kneeling, reaching, pushing, pulling, crawling, bending and climbing for extended periods of time.
- Lift/carry up to 60 lbs. frequently and occasionally lift/carry over 100 lbs.
- Ability to work in all weather conditions.
- Exposure to noise, confined workspaces, chemicals, dust, and mechanical and electrical hazards.