



Town of Mt. Crested Butte Job Description

Public Works Department

Position Title: MAINTENANCE WORKER

Reports to: Maintenance Supervisor

Direct reports to this position: none

FLSA Status: Exempt

Pre-Hire Requirements: Motor vehicle check.

Hours: Variable

Employment Type: Salaried, eligible for overtime

JOB SUMMARY

Under general supervision, perform all maintenance tasks that may arise throughout the year for the Town of Mt Crested Butte. This includes, but is not limited to, snow plowing, maintaining drainage, signage, equipment maintenance, vehicle maintenance, cleaning and maintaining Town buildings, fencing, park maintenance, special projects, vehicular flagging, and cleanup of Town trash.

All staff within the Maintenance and Parks Departments work together, depending on the season, and shall maintain a self-motivated and positive attitude no matter the task assigned.

HOURS

- This position will be a four-day a week job pending on snow fall and labor demands. The Town will provide a minimum of 40 hours per week. Over time is expected during heavier storm cycles and/or special projects and events.
- Typical hours will be 7:00 AM to 5:30 PM with a morning and afternoon break scheduled around tasks at hand and a ½ hour unpaid lunch.
- Snow days are typically 4:00AM to 5:30PM (depending on snow conditions).
- Taking vacation time during the winter season needs to be coordinated with staff with prior notice and approval by the Maintenance Supervisor.

TYPICAL TASKS

- Plow roads, parking lots, and walkways using appropriate equipment for skill level and conditions.
- Shovel all public walkways and stairs that are not accessible with heavy equipment, as needed.
- Mitigate all ice issues through maintaining drainage, graveling, and chipping.
- Maintain all Town equipment and vehicles, as required.
- Keep a clean and safe work environment.
- Empty Town trash receptacles and dog waste stations.



- Pick up loose trash around Town and residential trash when Waste Management isn't able.
- Build and maintain Town's barbed wire fencing to a standard that keeps out livestock.
- General building maintenance ranging from changing lights and cleaning toilets to painting and light construction.
- Road maintenance including sweeping, flagging, filling potholes, grading/raking shoulders, etc.
- Park maintenance including mowing, rototilling, cleaning the pavilion, sprinkler system maintenance, aerating, etc.
- Assist with any special events held in Town, as needed.
- Maintain the Town's ditches and culverts by means of removing excess material by hand and/or with heavy equipment.

MINIMUM QUALIFICATIONS

- Ability to obtain and maintain a class B commercial driver's license (CDL) and required medical card. Federal law requires all CDL driver's take a drug test prior to obtaining their license as well as random drug tests. CDL driver's are not allowed to partake in illegal drugs, including marijuana. This is a federal law, not a state law.
- Must have a clean seven year driving record.
- Ability to obtain a flagger certification.
- Must be able to shovel dirt and snow in all conditions, chip ice, and safely lift a minimum of 80 pounds.
- Must be innovative, self-motivated, and able to problem solve for a variety of situations.
- Must be able to work well in group and individual situations.
- Must have good customer service and communication skills.
- Must be able to work consecutive overtime days removing snow during snow cycles and for clean up as needed and/or for special projects and events.
- Must be able to walk and work safely on uneven, steep and/or slippery terrain for extended periods.
- Must be able to work outdoors exposed to the elements during less than ideal conditions for extended periods of time in the summer and winter.
- Basic knowledge of heavy equipment operations.
- Snow plowing experience.

PREFERRED QUALIFICATIONS

- A class B commercial driver's license (CDL) and the ability to maintain the license.
- Must have a clean seven year driving record.
- Flagger certification.
- Must be able to shovel dirt and snow in all conditions, chip ice, and safely lift a minimum of 80 pounds.
- Must be innovative, self-motivated, and able to problem solve for a variety of situations.



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- Must be able to work outdoors exposed to the elements during less than ideal conditions for extended periods of time in the summer and winter.
- Basic knowledge of heavy equipment operations.
- Loader and backhoe experience
- Experience with vehicle and heavy equipment maintenance (mechanic)
- Welding experience
- Building maintenance and upkeep experience

REQUIREMENTS

- Experience operating multiple pieces of heavy equipment with multiple attachments.
- Ability to perform manual labor for extended periods of time.
- Excellent communication skills and positive attitude.
- Flexibility and adaptability to adjust to ever-changing situations effectively and efficiently.
- Experience driving in adverse weather conditions.
- Mechanic and welding skills.

KNOWLEDGE AND SKILLS

Knowledge

- **Building and Construction:** Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- **Mechanical:** Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **Public Safety and Security:** Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- **Mathematics:** Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Customer and Personal Service:** Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.



English Language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Basic Skills

- **Active Learning** Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Learning Strategies** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Mathematics** Using mathematics to solve problems.
- **Monitoring** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Reading Comprehension** Understanding written sentences and paragraphs in work related documents.
- **Science** Using scientific rules and methods to solve problems.
- **Speaking** Talking to others to convey information effectively.
- **Writing** Communicating effectively in writing as appropriate for the needs of the audience.

Social Skills

- **Coordination** Adjusting actions in relation to others' actions.
- **Instructing** Teaching others how to do something.
- **Negotiation** Bringing others together and trying to reconcile differences.
- **Persuasion** Persuading others to change their minds or behavior.
- **Service Orientation** Actively looking for ways to help people.
- **Social Perceptiveness** Being aware of others' reactions and understanding why they react as they do.
- **Complex Problem Solving** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills

- **Equipment Maintenance** Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **Equipment Selection** Determining the kind of tools and equipment needed to do a job.
- **Installation** Installing equipment, machines, wiring, or programs to meet specifications.
- **Operation Monitoring** Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Quality Control Analysis** Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Repairing** Repairing machines or systems using the needed tools.



- **Technology Design** Generating or adapting equipment and technology to serve user needs.
- **Troubleshooting** Determining causes of operating errors and deciding what to do about it.

Systems Skills

- **Judgment and Decision Making** Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Resource Management Skills

- **Management of Material Resources** Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Time Management** Managing one's own time.

Work Context

Body Positioning

- Requires bending or twisting
- Requires walking and running
- Requires kneeling, crouching, stooping or crawling
- Requires repetitive movement
- Requires standing
- Requires using hands to handle, control, or feel objects, tools or controls

Communication

- Requires contact with others (face-to-face, by telephone, or otherwise)
- Requires face-to-face discussions with individuals or teams
- Requires telephone conversations

Environment

- Requires working in cramped work spaces and getting into awkward positions
- Includes exposure to contaminants
- Requires working in extremely bright or inadequate lighting conditions
- Requires working in hot (above 75 F degrees) or very cold (below -30 F degrees) temperatures
- Includes exposure to sounds and noise levels that are distracting or uncomfortable

Impact of Decisions

- Opportunity to make decisions without supervision
- Requires making decisions that impact the results of co-workers, clients or the company
- Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the organization

Job Hazards

- Requires exposure to hazardous conditions
- Requires exposure to high places
- Requires exposure to hazardous equipment

Level of Challenge

- Freedom to determine tasks, priorities, and goals
- Requires being exact or highly accurate

Pace and Scheduling



- Requires meeting strict deadlines

Personal Interaction

- Requires work with others in a group or team
- Requires coordinating or leading others in accomplishing work activities

Responsibility for Others

- Includes responsibility for work outcomes and results
- Includes responsibility for the health and safety of others

Work Attire

- Requires wearing common protective or safety equipment

Work Setting

- Requires working in an open vehicle or equipment
- Requires working indoors in non-controlled environmental conditions
- Requires working outdoors, exposed to all weather conditions
- Job tasks are performed in close physical proximity to other people
- Requires working in a closed vehicle or equipment

Activities

- **Communicating with Supervisors, Peers, or Subordinates**
- Assist skilled construction or extraction personnel.
- Clean equipment or facilities.
- Clean surfaces in preparation for work activities.
- Clean work sites.
- Compact materials to create level bases.
- Dig holes or trenches.
- Finish concrete surfaces.
- Load or unload materials used in construction or extraction.
- Mix substances or compounds needed for work activities.
- Move construction or extraction materials to locations where they are needed.
- Pour materials into or on designated areas.
- Protect structures or surfaces near work areas to avoid damage.
- Remove worn, damaged or outdated materials from work areas.
- Spread concrete or other aggregate mixtures.
- Handling and Moving Objects
- Apply paint to surfaces.
- Apply sealants or other protective coatings.
- Assemble temporary equipment or structures.
- Direct vehicle traffic.
- Dismantle equipment or temporary structures.
- Install green structural components, equipment or systems.
- Install insulation in equipment or structures.
- Install masonry materials.



- Install plumbing or piping.
- Mark reference points on construction materials.
- Position construction forms or molds.
- Position structural components.
- Prepare explosives for detonation.
- Prepare hazardous waste for processing or disposal.
- Smooth surfaces with abrasive materials or tools.
- Operating Vehicles, Mechanized Devices, or Equipment
- Monitor Processes, Materials, or Surroundings
- Making Decisions and Solving Problems
- Break up rock, asphalt, or concrete.
- Operate heavy-duty construction or installation equipment.
- Operate pumps or compressors.
- Maintain construction tools or equipment.
- Judging the Qualities of Things, Services, or People
- Organizing, Planning, and Prioritizing Work
- Updating and Using Relevant Knowledge
- Processing Information
- Thinking Creatively
- Evaluating Information to Determine Compliance with Standards

Tools and Technology

Tools

Blow torch

- Liquid propane torches
- Oxygen/acetylene torches
- Torches

Forklifts

- Forklifts
- Masonry forklifts
- Rough terrain forklifts

Levels

- Carpenters' levels
- Laser levels
- Levels
- Spirit levels
- Water levels

Manlift or personnel lift

- Bosun chairs
- Manlifts
- Swing chairs



- Swing stages

Power saws

- Asphalt saws
- Chain saws
- Circular saws
- Concrete saws
- Cutoff saws

Technology

Electronic mail software

- Microsoft Outlook

The employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature:

Date:

Print Name:

Town Manager Signature

Date:

Print Name: