POSITION TITLE: Part-Time Maintenance 3 Employee
DEPARTMENT: Public Works
WAGE STATUS: Hourly/Part-Time
FLSA STATUS: Non-Exempt
SUPERVISION: Reports to the Senior Maintenance Worker

GENERAL STATEMENT OF DUTIES:
Will be under the direct supervision of the Senior Maintenance Worker and the general supervision of the Public Works Director. This position requires the employee to work outdoors in all conditions. The employee will walk, stand, kneel, climb, stoop, crouch, push/pull, lift, and reach for extended periods. This position will work between 18 and 30 hours per week and will not be eligible for any employee benefits.

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

- Assist in performing a variety of unskilled and semi-skilled manual labor duties required to maintain the appearance and serviceability of the Town of Saguache streets, alleyways, utility lines, surface drainage systems, parks, properties, buildings, and facilities, signage, and other sites under the town’s obligation.
- Assist in the maintenance and repair of all town ditches, cleaning and removing obstructions from same.
- Performs grass cutting, weed removal and landscaping on streets and town parks.
- Assist with tree and brush trimming and removal as needed.
- Removes trash and debris from town property, including streets, town parks, and town hall.
- Cleans and maintains town park public restrooms.
- Cleans and maintains Community Building.
- Cleans and maintains Town Hall Building.
- Maintains daily time record and a Maintenance Daily Activity Report.

OTHER DUTIES AND RESPONSIBILITIES:

- Perform other related duties and special projects as assigned by town ordinance, Senior Maintenance Worker, Public Works Director and/or Town Administrator.

EXPERIENCE AND TRAINING: Minimum one year experience.

- Job Requirements: Requires a valid Colorado Driver’s License.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand, and comply with verbal and written instructions and equipment manuals.
- Knowledge of basic applicable safety procedures and regulations, including the town’s safety and loss policy regarding safe work practices.
• Possess the ability to maintain detailed and accurate records.
• Ability to communicate effectively, both verbally and in writing.
• Ability to present a professional, courteous, competent image that reflects well on the Public Works Department and the Town of Saguache.
• Ability to work independently in the absence of supervision.
• Knowledge of operation of various lawn mowing equipment, landscaping tools and hand tools as needed.