



THE TOWN OF GYPSUM is accepting applications for a **FULL-TIME MAINTENANCE WORKER I/REFUSE COLLECTOR POSITION** \$18 -\$26 (hourly). DOQ, plus excellent benefit package. Work related duties in refuse collection, parks, streets, water, wastewater, bldgs./grounds and heavy equip. operations. Must have, or be willing to obtain a Colorado Class B CDL within six months. Submit application and three (3) letters of reference to Assistant Town Manager, P.O. Box 130, Gypsum, CO 81637. Job description and application available online www.townofgypsum.com until filled. EOE.



TOWN OF GYPSUM

Maintenance Worker/Refuse Collector

OVERALL JOB DESCRIPTION: Performs a wide variety of maintenance functions relating to heavy equipment operations, refuse collection, water and waste water plant operations, installation of water meters (only if needed), and supervision of Community service workers when necessary.

SUPERVISION RECEIVED: Works under the direct supervision of the Streets Supervisor, Public Works Director and/or Assistant Public Works Director.

SUPERVISION EXERCISED: Exercises lead work/supervision over community service workers and summer maintenance employees when necessary.

WORK ENVIRONMENT: Position requires prolonged standing, bending, stooping and stretching, manual dexterity to operate and use various tools, devices and equipment; physical agility to walk, climb into confined spaces; working with chemicals; working outdoors during all seasons and all weather conditions; lifting materials, supplies and equipment, focus clearly at 20" or less and detect color changes. Must be capable of lifting up to 60 lbs.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES: Duties may include, but are not limited to the following:

- Perform a variety of skilled and semi-skilled labor tasks which may involve general construction, maintenance and repair activities in connection with streets, utilities, parks, recreation facilities, grounds, buildings and equipment maintenance.
- Perform public works construction and maintenance work involving the safe and efficient operation of special power-driven equipment.
- Drive and operate the truck used for collection of refuse and/or loads and unloads truck manually or with the use of power operated equipment.
- Assist with installation and maintenance of water and sewer lines, service connections and valves as directed.
- Assist with water and/or waste water plant operations as directed.
- Attend meetings or seminars necessary for increased job performance.

- Oversee community service workers and keep records of time worked to ensure worker(s) fulfill their obligation, upon direction.
- Read water meters, record and submit readings to the office staff for monthly billings, upon direction.
- Assist with planting, watering and maintaining trees and shrubs at park sites, Town facilities and right-of-ways, assist with mowing and weed control in all areas of Town, performs general custodial work at public facilities, as needed.
- Paint designated facilities as needed. Perform general routine maintenance and related work as required.
- Assist with upkeep of Town parks, trails and right-of-ways, as needed. This includes park restrooms and any other facilities within the Park. Operates light equipment such as pick-up trucks, mowers, and similar equipment.
- Distribution of information, as needed, to inform citizens of important new changes or information vital to the Town's operations.
- Perform general inspections and upkeep of Town vehicles.
- Keep a positive attitude and help provide a pleasant atmosphere for co-workers, council members and citizens.
- Perform other duties as assigned by the Streets Supervisor, Public Works Director, and/or Assistant Public Works Director.

QUALIFICATIONS:

- Equipment, materials and practices used in public works operations.
- Applicable safety rules and procedures regarding Town operations.

ABILITY TO:

- Understand and follow spoken and written instructions.
- Operate heavy equipment.
- Maintain a safe working environment in regards to all aspects of refuse collecting. Includes awareness of proper truck operations/maintenance and safe lifting practices.
- Establish and maintain a good working relationship at all times with fellow employees and the general public.

EDUCATION AND/OR EXPERIENCE:

- High school graduate or GED equivalent.
- One year of experience in refuse collection, and general maintenance work.
- Previous municipal government experience is desirable.

ON-CALL

- Must be available to be on-call on a rotating basis
- Must reside in Gypsum or within 8 miles of Gypsum
- When on-call must be within a 30 minute range from Gypsum.

SALARY: Based on specific job, duties and depending on qualifications, plus benefits.

SPECIAL REQUIREMENTS

- Individuals must be physically capable of operating the vehicles safely, possess a valid Colorado driver's license and have an acceptable driving record. Use of a personal vehicle for Town business will be prohibited if the employee is not authorized to drive a Town vehicle or if the employee does not have personal insurance coverage.
- Must have or be able to obtain a Colorado Class B Commercial Drivers License.
- Must successfully pass a criminal background check and pre-employment drug screen.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skill, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Employee Signature

Date