



Town of Bayfield

JOB DESCRIPTION

Maintenance II

General Statement of Duties

These non-exempt positions are responsible for performing a variety of semi-skilled and manual work involved in the maintenance, installation, and repair of the water distribution and sewer collection systems and streets. .

Supervision Received

Assistant Public Works Director and under the general supervision of the Public Works Director.

Distinguishing Characteristics

Maintenance II-This is a Class I level position with knowledge in collection and distribution systems and streets. Employee will perform more complex task as assigned. May be asked to supervise/train Maintenance I with more routine task.

Duties and Certificate requirements may be subject to change as State regulations change. Employees will be expected to obtain proper training and licensure as needed in a timely manner.

Primary Duties and Responsibilities

- Performs a variety of skilled, semi-skilled duties involved in the inspection, diagnosis, troubleshooting, repair, maintenance, and servicing of water collection and distribution equipment, components, facilities and machinery.
- Inspects and maintains prv's, valves, motors, pumps and other equipment located in lift pump stations and other points within the water distribution and collection system.
- Maintenance of Town facilities, to include pumping stations, equipment and systems, and other tasks as assigned by supervisor.
- Carries out water collection and distribution system maintenance, may include but not limited to; tracing and repairing leaks, pipe repair and replacement and manhole repair, locates, GIS, and meter reading and maintenance.
- Verbally reports emergency and major malfunctions to supervisor and initiates proper action per procedures. Performs appropriate follow-up procedures.
- Flush fire hydrants, valve exercising, inspect and clean sewer lines with jet rodder.
- Attends technical and safety training meetings, courses and seminars as required.
- Assists with town-public relations by representing the town in the community or responding to telephone inquiries and complaints from the general public.
- Routinely performs physical cleanup and housekeeping of work areas, equipment, and buildings using standard cleaning equipment and material, and chemical cleaning procedures, and any other building maintenance
- Performs a variety of skilled, semi-skilled duties involved in the inspection, diagnosis, troubleshooting, repair, maintenance, and servicing of town streets.
- Street duties to include: patching, line striping, paving, concrete repair, vehicle maintenance, signage, animal disposal, mowing and trimming, construction project observation.

- All Employees are required to plow snow as needed.
- All employees will be required to participate in an on-call schedule as required

Knowledge, Skills & Abilities

- Basic knowledge of equipment and procedures used in the operation of collection and distribution systems and streets.
- Basic knowledge of electricity, hydraulics and pneumatics to inspect equipment and request repair and maintenance.
- Basic understanding of computer system functions for meter reading, GIS and locates systems.
- Basic computer knowledge including, but not limited to Microsoft Word, Excel and Outlook.
- Basic knowledge of safety procedures and use of personal protective equipment and ability to apply safety principles on all job tasks. Ability to anticipate unsafe circumstances; act accordingly to prevent accidents, and promptly report accidents and hazardous conditions.
- Ability to read and interpret documents such as Safety Data Sheets, safety rules, operating and maintenance instructions; procedure manuals, blueprints, and technical documentation.
- Ability to effectively communicate verbally and in writing, organize activities in order to complete tasks in accordance with priorities, address multiple demands and meet deadlines.
- Ability to work independently with broad direction and limited supervision. Ability to work effectively with supervisors and co-workers and deal tactfully with the public.
- Ability to operate basic hand and power tools in a safe and efficient manner.
- Ability to operate backhoe, tractors, mowers, dump trucks, plow trucks and skidster.
- These positions are subject to pre-employment drug testing and random CDL Drug testing as prescribed in the town handbook

Experience / Certification Requirements

- Must Possess Level 1 Collection/Distribution and/or water/wastewater treatment Class D Certifications or a combination of the above Certifications.
- Must be able to obtain level 2 Collection/Distribution and/or water/wastewater treatment Class C or in combination within 2 years of employment.
- Have an applicable knowledge in street, snow plowing, heavy equipment operation, water distribution and wastewater collection systems.
- Possess a valid Colorado Class B CDL. Must have an acceptable Motor Vehicle Record.

Working Conditions\Physical Activities

- Monday through Friday, 8 hours per day, work week. On-Call as needed
- Will be on rotating weekend and emergency on-call duty schedule in addition to the regular work week. Subject to overtime on an as needed/emergency basis to work within the department and for other duties as assigned.
- Performs strenuous physical labor and stands for extended periods of time.
- Works in areas of elevated levels of noise, irritants, dust, dirt, bacteria, hazardous chemicals/air/materials and fumes may be present. Employee may be exposed to raw wastewater. Appropriate vaccination is required and offered at no cost by the Town.
- Work may take place outside in all weather conditions. May be exposed to risks typically associated with working around water, chemicals, electricity and other man-made and natural hazards.
- Use of a respirator/SCBA may be required for some tasks and may work in confined spaces.

- Lifting and handling objects up to 50 pounds occasionally and/or up to 20 pounds frequently.
- Full range of body movements including stooping, twisting, kneeling, bending, leaning, reaching, climbing, stretching and working in awkward positions.
- Vision is needed for driving, reading, recording and interpreting information; speech and hearing are used to communicate with other employees over the telephone, two-way radio and in person.

Updated 12/7/2021 JS

I hereby acknowledge receipt of this job description for my current position with Town of Bayfield.

Signature _____ Date _____

Witness _____ Date _____