



## The Town of Green Mountain Falls

# Public Works Maintenance Worker I Seasonal

### Job Description & Position Posting

**Position Title:** Public Works Seasonal Parks and Maintenance Worker  
**FLSA:** Covered – subject to overtime pay  
**Application Deadline:** Open until filled. First Review of Applications May 15, 2024  
**Compensation Range:** \$17.30-\$20.00 DOQ  
**Work Schedule:** **Seasonal** part time, April-September. 20/hrs per week. Schedule set by Town Manager; generally Monday-Friday but occasional weekend work may be necessary

#### **Application Procedure:**

Submit Town of Green Mountain Falls employment application to:  
Becky Frank, Town Manager  
Town of Green Mountain Falls  
PO Box 524  
Green Mountain Falls, CO 80819  
[manager@gmfco.us](mailto:manager@gmfco.us)

**General Statement of Duties:** Conducts parks and landscaping operations, and general maintenance of town property. This includes routine maintenance of Town Hall, the Public Pool, Restrooms and all municipal trash containers, indoor and outdoor.

This position is FLSA covered. It is anticipated that the position works an average of forty hours per week. The specific schedule and volume of work will vary based on needs, particularly in response to weather, events, and visitor flow.

**Reports To:** Town Manager. Daily tasks will be coordinated with the Public Works Maintenance Worker II position.

**Supervisory Responsibility:** N/A

**Essential Functions:** This is an illustrative description of the essential functions of this position. This is not a fully inclusive list.

- Operate appropriate equipment and tools to conduct routine preventative work necessary for all Parks, the Pool, and Town Hall Maintenance
- Trash Removal of Trash Receptacles
- Mowing Operations of all Public Town Parks
- Hedge and Shrub Trimming along roadways
- Be available to conduct maintenance activities during events
- Carry out needed Landscaping maintenance and Janitorial Duties
- Maintain vehicles, equipment, and tools through preventative maintenance
- Clean, Maintain and Stock Restrooms at Town Hall and near Lake twice a week, or as needed
- Maintain Proper water flow in and out of Lake through operation of the controlling valve mechanism. Removal of debris as needed
- Keep Doggie bags stocked at various dog waste stations
- Pick up trash around parks and playgrounds as needed
- Janitorial duties at town hall including trash, vacuuming, cleaning and stocking restrooms, exterior sidewalks and concrete apron etc.

**Knowledge, Skills, and Abilities:**

- Ability to operate all appropriate town equipment including, Work Truck, Trailers, Zero Turn Mower, Push Mower, Trimmers, Edger's, Blowers, Chainsaws, Power Tools etc.
- Knowledge of Landscaping maintenance principles, including Hardscapes, Hedge/Tree Trimming, Painting and light construction
- Knowledge of occupational safety, health, and environmental standards
- Ability to perform manual labor necessary for all aspects of this position
- Ability to establish and maintain effective working relationships with employees, peers, administration, the public and elected officials

**Qualifications:**

- Valid Colorado driver's license

**Education/Experience:**

- High school graduate or GED equivalency required.
- Three or more years of experience in Commercial Landscaping Maintenance preferred.

Any equivalent combination of education and experience may substitute for the specific requirements listed here.

## **Physical Demands and Working Environment:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

*Environment:* Employee works mostly outdoors in varying weather conditions including extreme heat and cold. Some time is spent in a vehicle for transportation. Employee will often work near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, vibration, and loud noise.

### *Physical:*

This job requires the ability to walk, use hands, fingers, handle and operate objects, controls, tools, reach with hands and arms, climb or balance, stoop, kneel, crouch, and crawl. The essential functions include manual labor and must be able to occasionally lift and move more than 90 pounds, with or without assistance.

*Vision:* Ability to see in a range from reading distance to a distance of 100 yards with or without correction; vision sufficient to read computer screens and printed documents, competence in color vision, peripheral vision, depth perception, and ability to adjust focus.

*Hearing:* Hear in the normal audio range with or without correction.

*Speaking:* Be able to speak in an understandable voice with sufficient articulation.

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