



The Town of Green Mountain Falls

Public Works Maintenance Technician

Posting Timeline

Accepting applications:	June 23, 2025
Closing applications:	July 11, 2025, 12:00 am MTN
Interviews:	July 15, 2025, 9:00 am MTN
Job awarded:	July 18, 2025, 12:00 pm MTN
Report in est:	July 21, 2025, 12:00 am MTN

Pay rate: \$22.00- \$27.00 USD per hour- Timeline may change

P.O. Box 524, 10615 Green Mountain Falls Road, Green Mountain Falls, CO 80819 (719) 684-9414,
www.gmfco.us



Town of Green Mountain Falls

PO Box 524, 10615 Green Mountain Falls Rd., Green Mountain Falls, CO 80819

Phone 719.684.9414 Website: www.gmfc.us

Public Works Maintenance Technician Full Time

Job Description

Revised 06/23/2025

Position Title: Public Works Maintenance Lead
FLSA: Covered – subject to overtime pay
Work Schedule: Full time. Typical hours are Monday through Thursday, 7:00am-5:00pm with a one-hour lunch break but may change with workload and scheduling. Overtime may be required as circumstances dictate. Schedule may be set by Town Manager

General Statement of Duties: Under the supervision of the Public Works Maintenance Supervisor you will be responsible for the daily operations necessary to maintain public health, safety and welfare as applicable to the Public Works Department. Responsible for the safe and efficient operation of all maintenance equipment owned by the Town.

This position is FLSA covered. It is anticipated that the workload will require forty hours per week, with occasional overtime as needed to respond to weather needs and community events.

Reports To: Public Works Maintenance Supervisor

Supervisory Responsibility: Identifies and prioritize projects and creates schedules in conjunction with the Public Works Supervisor.

Essential Functions:

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

- Maintain, and implement routine preventative work necessary for road, bridge, and drainage maintenance/repairs, including grading, plowing, and drainage needs
- Repair and update drainage systems for proper flow
- Maintain, update and replace when required traffic control signs, road markings, barricades and other advisory signage
- Be available to conduct maintenance activities during an emergency. This may require work outside of established hours.
- Give reports on department activities to the Board of Trustees, in the absence of the supervisor.
- Maintain and repair park facilities, gazebo, and lake area
- Carry out needed mowing, watering, trash removal, landscape repairs, painting of various structures, signs, and other repairs and improvements as needed.
- Maintain bridges to meet standards and requirements in conjunction with Town Engineer
- Conduct all physical maintenance and daily operational needs for the swimming pool
- Work with contractors to ensure that contractors have left the area in acceptable condition.
- Maintain expenditures in accordance with the approved budget
- Purchase necessary materials, tools, supplies, etc. to maintain efficient performance
- Maintain vehicles, equipment, and tools through preventative maintenance
- Maintain Forestry Program for trimming and removal of trees
- Provides support for community events as assigned
- Review property/casualty insurance audit and loss control information and implement needed actions

Knowledge, Skills, and Abilities:

- Ability to operate all equipment owned by the Town, including backhoe, road grader, water truck, dump truck, snow plow/sand spreader, passenger pickups, hand mowers, and power deck machine
- Ability to work independently and to complete activities according to daily work schedule
- Knowledge of Town Code of Ordinances as they apply to Public Works activities
- Knowledge of road maintenance principles, including compaction, shouldering and ditch work
- Knowledge of uniform traffic control devices and regulation
- Knowledge of occupational safety, health, and environmental standards
- Knowledge of local emergency plan and reactive measures
- Ability to perform manual labor necessary for all aspects of this position
- Ability to perform general mathematics as it relates to the essential functions
- Ability to read and write in the English language
- Ability to establish and maintain effective working relationships with employees, peers, administration, and elected officials

Qualifications:

- Valid Colorado CDL driver's license, or the ability to obtain such license
- Certified Pool Operator's license

Education/Experience:

- High school graduate or GED equivalency required.
- Three or more years of experience in road maintenance preferred, including grader operation

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, and in operating heavy equipment. 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 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.

Scope of Interpersonal Contacts:

The incumbent must also demonstrate the following personal attributes:

Maintain standards of conduct

Be respectful to coworkers and citizens while performing duties

Possess cultural awareness and sensitivity

Demonstrate a dedication to the position and the community

Demonstrate sound work ethics

Be consistent and fair to coworkers and citizens

I hereby acknowledge receipt of this job description

Date