

**TOWN OF MANCOS, COLORADO**  
**JOB DESCRIPTION**  
**POSITION TITLE: *PUBLIC WORKS TECHNICIAN II***

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**EXEMPT:** No, eligible for comp. time accrual @ 1.5 hours with prior authorization from supervisor only

**DEPARTMENT:** Public Works

**REPORTS TO:** Public Works Director

**APPOINTED/HIRED BY:** Public Works Director

**APPROVED BY:** Town Administrator

**SALARY RANGE:** \$17.00/hr - \$19.50/hr

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**SUMMARY:**

Provides general maintenance and repair duties for the Town's Public Works Department. Reports directly to, and carries out assigned duties by Public Works Director. Less independent, responsible, and demanding position than the Public Works Maintenance Technician III position. Identifies problems and assists in the development of potential solutions and efficiencies for the safe and effective maintenance, repair, and operation of the Town's streets, and parks, water and sewer facilities when directed by the Public Works Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Public Works Director, this position is responsible for the maintenance and repair of all town buildings and grounds, including, but not limited to, the Mancos Town Hall, Marshal's Office, Public Works Shop, and all town-managed public streets and rights-of-way. Park maintenance is required. Some repair and maintenance of the Town's water and sewer facilities will be required on an as-needed basis, as determined by the Public Works Director.

Maintenance will include, but is not limited to, street grading, snow removal, culvert construction and maintenance, equipment maintenance and repair, sidewalk repair, and any other duties as determined by the Public Works Director.

Operation of light and heavy construction equipment, including grader, dump truck, back hoe, tractors, water truck, and other light construction and maintenance equipment.

Maintains and installs traffic control devices, informational signs, and barricades as needed.

Performs on-call assignments on a rotating basis as scheduled by Public Works Director.

Checks for, and completes repairs on all town equipment. Maintains a repair and maintenance log for all work completed. Supports the Public Works Director in organizing and tracking inventory. Makes recommendations to the Public Works Director for the purchase of needed supplies and equipment.

As assigned by the Public Works Director, assists the Water & Sewer Division in water distribution, wastewater collection maintenance on an as-needed basis, including repair, replacement, and placement of pipes, valves, new taps, manholes, hydrants, and other fixtures.

Regularly performs duties with little or no direct supervision. Provides the Public Works Director with daily activity reports and report summaries as requested.

Carries out other duties as assigned by the Public Works Director.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have a valid Colorado commercial driver's license, and a good driving record.

Must be 18 years of age or older.

Knowledge of equipment repair and operation. Prefer experience in construction, and/or facility maintenance.

Ability to prepare accurate records, and have good organizational skills. Prefer some basic knowledge of personal computers for report writing and records management.

Ability to establish and maintain effective working relationships with fellow workers, superiors, and the general public.

Ability to use hand and power tools, and operate heavy and light equipment.

#### **EDUCATIONAL EXPERIENCE:**

High school diploma or General Education Degree (G.E.D.) with two years working experience in construction, facility maintenance, or related occupation. A combination of

applicable practical experience and training will be considered in lieu of high school diploma or G.E.D.

**COMMUNICATION SKILLS:**

Ability to respond effectively to common inquiries or complaints from citizens, builders and contractors, other Town staff, and superiors.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratios, and percentages.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of situations and circumstances. Ability to interpret a variety of instructions, whether verbal, written, in schedule form, or a diagram or picture. Can demonstrate initiative concerning projects and needs of the community.

**PHYSICAL DEMANDS and WORK ENVIRONMENT:**

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

While performing the duties of this job the employee is regularly required to sit and stand, use hands to finger, handle, utilize and feel objects and tools, and climb up or down elevations up to and above 10 feet. The employee is regularly required to talk and hear well.

The employee must regularly lift and move up to 60 pounds and on occasion up to 100 pounds. Specific vision capabilities required by this job include close vision, peripheral vision, and ability to adjust focus.

In performing the duties of this job the employee works about 90% of the time in an outdoors environment, and about 10% of the time indoors, or in a shop environment. The noise level varies from low to high. Must be able to work in adverse weather including heat, rain, wind and snow conditions.

I have read and understand this Job Description

Signed \_\_\_\_\_ Date \_\_\_\_\_