

# **Town of Akron**

## **Public Works Employee**

### **JOB PURPOSE**

Akron Public Works (PW) department is responsible for the maintenance of Town parks, streets, sewer/storm drain, water and wastewater systems, sanitation (trash services), and facilities/buildings owned by the Town. In the winter PW is responsible for snow removal from the Town facilities, sidewalks, and streets. A PW employee is responsible for performing a variety of unskilled or skilled maintenance work in construction, operations, repairs and maintenance of Town facilities.

### **RESPONSIBILITIES:**

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Akron retains the right to modify or change the duties or essential functions of the job at any time.*

- Public Work duties may involve the collection of trash, mowing, and raking, weeding, painting, edging, shoveling, digging, spraying, moving furniture, cleaning, and transporting equipment or materials. This position may also assist with building, constructing, drain cleaning, road repair, and sign repair;
- Ensure that tools, equipment, and facilities of the Public Works Department are secure and well-maintained;
- Advise the Public Works Director of all matters which may need immediate attention;
- Ability to inform the public and communicate public works' decisions to the public professionally and courteously. Contacts residents and business owners in an area where service may be interrupted and gives an estimation of when such service will be shut off and how soon it will be turned back on as directed from your supervision;
- Requires implementation of safe work practices in the operation of heavy equipment, light equipment, Town vehicles and power tools; and in safe methods of performing maintenance and construction work;
- Conducts special projects and assignments as required and assigned by supervision;
- Provides back-up support for all Town departments and functions as needed; and willingness to assist other departments.

### **KNOWLEDGE, SKILLS, & ABILITIES:**

- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations;
- Ability to read and understand written information. Ability to compose information and instruction in written form;
- Requires the ability to establish and maintain effective working relations with superiors, fellow workers and the public in a respectful yet flexible manner. Must be able to demonstrate team collaboration skills while maintaining a good attitude and courteous demeanor even during stressful or crisis situations. Should possess good decision and problem-solving skills. Must demonstrate sound work ethics as well as dedication to the position and the Town of Akron while being consistent and fair;

**WORKING CONDITIONS:**

- Ability to perform routine to strenuous physical work for extended periods of time, indoors and outdoors, and during extreme weather conditions;
- Work in potentially hazardous conditions with heavy equipment;
- Work in extreme temperatures including hot and cold, and exposed to rain and snow;
- May be required to work some overtime.

**QUALIFICATIONS:**

- Current and valid Colorado driver’s license with an acceptable driving record;
- Must have CDL or ability to obtain within six months;
- High School Diploma or GED equivalent;
- Must be able to pass a drug and alcohol test.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully.

- Ability to lift or carry up to 40lbs. And to push or pull up to 60lbs;
- Ability to conduct activities involving balance, kneeling/bending, and reaching on a limited basis;
- Ability to participate in the routine conversation in person or via telephone and to distinguish telephone, voice and other auditory tones;
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity to perform responsibilities of the position;
- Ability to use a computer for moderate periods of time;
- Ability to legally operate Town owner vehicles and equipment.

**DISCLAIMER**

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.**

*Nothing in this job description restricts the Town of Akron’s ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. Those functions may change at any time as the needs of the Town change or for other reasons deemed appropriate. This does not constitute a contract, written or implied, between the Town and any Town employee. No employee should consider these guidelines as a contract. The Town of Akron does not guarantee any specific term or length of employment.*

*All employees of the Town are "at will employees."*

**ACKNOWLEDGMENT**

I have read the above job description for the Town of Akron Public Works position.

\_\_\_\_\_  
Employee/Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town of Akron Administrator/Director

\_\_\_\_\_  
Date