PO Box 528; 1670 Naturita St, Norwood, CO 81423

Phone: 970-327-4288 www.norwoodtown.com

TEMPORARY PUBLIC WORKS

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

Town of Norwood, Norwood Water Commission and Norwood Sanitation District: Employee
JOB TYPE: Non-Exempt, Temporary, Full-Time
Compensation: $23.00 - $25.00 per hour
Benefits: Paid Holidays, 84 hours of Sick leave annually, and discounted gym membership.
Closing Date: Open Until Filled

POSITION SUMMARY

This position works under general direction of the Public Works Director/ORC. Performs a variety of skilled to semi-skilled manual labor in the maintenance and construction of roadways, streets, drainage facilities, fences, buildings, parks and other public facilities; operates light equipment incidental to work. Maintains the water distribution system and operation of treatment plant so insure an adequate and safe year-round supply of water and treatment of sewer for all customers within the service area.

This position has the potential to transition to Full-Time with Benefits.

JOB DESCRIPTION

- Maintains, files and records all necessary records of the distribution lines, PRV's, potable water tanks, and raw water reservoirs.
- Operates and maintains the distribution system and water treatment plant, including but not limited to, repairing water main distribution lines, water meters, valves, service lines, fire hydrants, and all other tasks assigned by the Supervisor.
- Operates and maintains raw water system of delivery lines, head gates, springs and reservoirs.
- Operation of equipment such as, motor grader, loader, snowplow, street sweeper, and lawn mower.
- Repairs and installs drainage culverts, and patches streets.
- Assists the Supervisor in completing daily and monthly reports.
- Must be able to attain a Class D water operator license and Class I distribution certification within the first 12 months of employment.
- On call status is required for this position.

Town of Norwood, Norwood Water Commission, Norwood Sanitation District are an Equal Opportunity Employer (EOE)

- A pre-employment physical and drug screen may be required.
- Applicants must provide a driving history from DMV.

Skills:

- Knowledge of the mechanical operation of diesel- and gas-powered equipment
- Knowledge of work safety procedures
- Knowledge of methods, procedures, equipment and materials required and used in the maintenance and repair of streets and drainage systems

Abilities:

- Must have the ability to work in adverse weather conditions for prolonged periods of time
- Must have the ability to use hand and power tools
- Must have the ability to prepare accurate records and reports
- Must have the ability to establish and maintain effective working relationships
- Must have the ability to communicate effectively both verbally and in writing

DESIRED EDUCATION & EXPERIENCE

- High school diploma or equivalent.
- Must possess a valid driver's license
- Must have a clear driving record

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

Physical Demands: The physical demands described here 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 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 50 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.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Town of Norwood, Norwood Water Commission, Norwood Sanitation District are an Equal Opportunity Employer (EOE)

- The work environment characteristics described in this document are representative of those an employee would encounter while performing the essential functions of this job.
- In performing the duties of this job, the employee works about 70% of the time in an outdoors and shop environment, and about 30% of the time in an office environment.
- The noise level varies from low to high.

SELECTION GUIDELINES

A formal application, rating of education and experience, oral interview and reference checks will be utilized to select the successful candidate. The duties listed above are intended only as illustrations of the various types of work that may be performed. Other duties may be assigned. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ADDITIONAL RESOURCES & SUPPORT

Please review the complete job description and submit an official application for the position by visiting https://www.norwoodtown.com/applications-permits for the application. Application **and** resume can be emailed to Sara Owens at sowens@norwoodtown.com or delivered to Town Hall. Interested candidates are encouraged to apply immediately. Candidates are required to complete the application **and** attach a resume.

Please ensure all requested items are submitted and complete for consideration.

Town of Norwood, Norwood Water Commission, Norwood Sanitation District are an Equal Opportunity Employer (EOE)