



## City of Rifle, Colorado JOB DESCRIPTION

<b>JOB TITLE:</b>	Operations & Maintenance Technician	
<b>DEPARTMENT:</b>	Public Works	<b>FLSA Status:</b> Non-Exempt
<b>DIVISION:</b>	Operations & Maintenance	Essential Personnel

### **Job Summary:**

Performs a variety of skilled and semi-skilled technical and maintenance work in the maintenance and repair of City streets, alleys, signs, water distribution systems, and wastewater collection systems, requiring the operation of light to heavy equipment.

### **Essential Duties and 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 organization retains the right to modify or change the duties or essential functions of the job at any time.*

- Operates a wide variety of light to heavy equipment in order to perform all routine maintenance and repair of streets, alleys, signs, water distribution systems, and wastewater collection systems.
- Participates in routine street and alley maintenance activities, which includes painting crosswalks, curbs, turn arrows, and parking lines and thermoplastic applications.
- Makes repairs to streets and alleys, which involves mixing and setting concrete, basic knowledge of different concrete types and mixes, steel reinforcement, form-setting and finishing, asphalt knowledge and repair.
- Performs snow and ice control activities, including operation of snow plows.
- Participates in the maintenance and installation of traffic signs and traffic stoplights.
- Performs traffic control for vehicles and equipment at work sites through the use of cones, signs, and barricades.
- Cleans storm drains to ensure proper flow of rainwater.
- Performs activities in the construction and installation of new water and wastewater lines.
- Participates in the wastewater jetting program, which includes jetting and making repairs to sewers.
- Installs, repairs, and replaces water and wastewater pipes, water valves, water and wastewater service lines, water meters, and fire hydrants.

- Locates water lines and wastewater lines in order to perform required maintenance and/or repairs.
- Performs manual labor in the workplace as directed.
- Drives vehicles to and from job sites as directed.
- Performs maintenance activities, which includes: mowing; edging lawns; watering and weeding lawns and gardens; trimming and pruning shrubs, hedges, and trees; performing weed abatement activities; removing litter and debris; and cleaning paths.
- Performs other related duties and special projects as assigned.

**Experience and Training:**

**Minimum Education:** High School Diploma or equivalent.

**Job Requirements:** Valid Colorado Driver's License. Valid Colorado CDL or ability to obtain with six months of hire. Must be able to pass a background check and DOT physical, drug and alcohol testing. Ability to work on call, rotating shifts, some nights, weekends, and holidays.

**Work Experience in Positions Similar or Related to This Job:** Two years experience in equipment operation and one year of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Two years' experience in Construction preferred.

**Knowledge, Skills, and Abilities:**

- Knowledge of applicable light to heavy equipment.
- Knowledge of water collection and distribution system maintenance techniques and methods.
- Knowledge of equipment maintenance and repair principles and practices.
- Knowledge of occupational hazards and safe work methods.
- Ability to operate a variety of light to heavy equipment.
- Ability to install, repair, and replace water pipes, valves, service lines, water meters, and fire hydrants.
- Ability to perform and document preventive maintenance to applicable equipment such as CDL or equipment specific checklists.
- Ability to communicate effectively in English, both verbally and in writing.
- Ability to apply communication and interpersonal skills as applied to interaction with coworkers, superiors, the general public, etc. sufficient to exchange or convey information, function in a team environment, and to receive work direction.

**Reporting Relationships:**

**This Position Reports to:** Operations and Maintenance Crew Leader(s).

**This Position has Supervisory Responsibility for:** Other O/M Technicians as assigned on a task by task basis by O/M Supervisor but no on-going supervisory responsibility. May, on occasion, have supervisory responsibilities over volunteer or Department of Corrections Work Release crew.

**Equipment Used:**

Vehicle, dump truck, back hoe, bulldozer, road grader, excavator, compactor, tractor-trailer, loader, snow plow, asphalt saw, vacuum truck, water truck, line locating device, wastewater jet truck, CCTV, mower, trimmer, rototiller, sprayer, mixer, shovel, chain saw, jack hammer, air compressor, rake, drill, propane torch, post driver, post hole digger, acetylene torch, squeegee, wrench, pliers, tire chain tool, grease gun, tack oil, paint brushes, computer, printer, copier, telephone, two-way radio, calculator, fax machine, and various other instruments and tools associated with this particular job discipline.

**Physical Requirements:**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.*

- Ability to conduct activities involving frequent shoveling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching with hands and arms, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Ability to lift, carry, push, and pull up to 100 lbs.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity in order to observe all elements of an operational zone and document information/results.
- Ability to using hands in order to operate various pieces of equipment and vehicles using hand-eye coordination in handling and manipulating objects, tools, controls, and equipment.

**Environmental Requirements:**

Work is typically performed outside, with exposure to all possible weather elements, dust, airborne particles, traffic, equipment operations, and potentially dangerous substances. Work is performed in trenches, manholes, and other confined areas. There is potential exposure to wastewater gas, water chemicals, and other dangerous, toxic, or caustic chemicals. The noise level in the work environment is moderate.

**COMMENTS:**

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Employee's Signature

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Date

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Supervisor's Signature

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Date