



# Town of Milliken

1101 Broad Street  
Milliken, CO 80543  
Weld County

(970) 587-4331  
Fax (970) 587-2678  
<http://www.millikenco.gov>

## PUBLIC WORKS/PARKS MAINTENANCE WORKER

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FLSA STATUS: Non-Exempt

DEPARTMENT: Public Works/Parks Department

REPORTS TO: Parks/Public Works Superintendent  
And Public Works Director

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### POSITION SUMMARY AND DEFINITION:

These positions are the field personnel who make the parks and public works departments operational. They are responsible for the day-to-day operation functions. It is the responsibility of the labor force to adhere to the highest personnel standards, and make sure each and every job is done in a professional manner.

### 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 Town of Milliken retains the right to modify or change the duties or essential and additional functions of the job at any time.*

Responsible for the proper and efficient completion of parks and public works tasks, including but not limited to: landscaping, irrigation, playground maintenance, mowing weed eating, streets, utilities and storm drainage maintenance under supervision of Parks and Public Works Superintendent; and general equipment and laborer duties as assigned.

- Follows direction of Superintendent and Director.
- May operate automotive, grounds, and utility maintenance equipment as a regular assignment.
- Completes all other duties as assigned.
- May be placed on call for after-hours/emergency utility service

### CONTACTS:

*Citizens:* Contacts require the explanation of routine and easily understood information. May require the request for adherence to Town guidelines and rules without enforcement authority.

*Other Divisions/Outside Agencies:* Contacts are primarily made at a peer or supervisory level within other functions or departments to coordinate joint work activities and special events/projects. Participation in outside peer groups and organizations associated with job duties and responsibilities.

### MATERIAL AND EQUIPMENT USED:

Various public works vehicles and equipment including, but not limited to, trucks, utility vehicles, passenger vehicles, various light to heavy maintenance and construction equipment, snow plows, and various hand and power tools.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of landscaping practices, including irrigation systems, playground equipment, mowing, weed eating equipment. Street and drainage maintenance,
- Ability to operate heavy equipment as directed by Director.
- Working knowledge of operating automotive and maintenance equipment such as mowers, weed eaters, tractors, and backhoes preferred.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

- Work in extreme environmental conditions, for prolonged periods of time.
- Work effectively under minimal supervision.
- Drive large construction type equipment.
- Follow directions and complete tasks.
- Read blue prints and other types of printed material.
- Lift heavy objects in excess of 75 pounds.

**EXPERIENCE AND TRAINING:**

- Minimum of a high school graduation or GED required.
- Valid Colorado driver's license required;
- Ability to be CDL certified.
- 1-3 years experience working in landscaping, street and drainage maintenance and/or utility work.
- 1-3 years experience working in extreme environmental conditions.

*The Town of Milliken is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town celebrates diversity in the workforce.*

This job description has been reviewed and approved:

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Department Director

\_\_\_\_\_

Date

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Human Resources

\_\_\_\_\_

Date

\_\_\_\_\_

Town Administrator

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date