

Castle Pines Metropolitan District
MAINTENANCE TECHNICIAN LEVEL 2
JOB DESCRIPTION
(Non-Exempt Position)

Summary

This position assists with all facets of the District's operations, including landscape and groundskeeping operations, water distribution maintenance, sewer collection maintenance, roadway and storm drainage maintenance.

Primary Duties (These duties may not include all tasks performed by this position.)

- This position performs the following general maintenance duties:
 - Landscape maintenance: mowing, trimming, weed removal, fertilization, trail maintenance, trash collection, general groundskeeping duties as assigned.
 - Water distribution system repairs and maintenance as assigned.
 - Sanitary sewer collection repairs and maintenance as assigned.
 - Road right-of-way maintenance as assigned: seeding, turf repair, signage repair and mailbox repair as necessary.
 - Roadway maintenance: snow removal and sanding.
 - Storm drainage maintenance: cleaning drainage culverts, channels, detention and retention facilities.
 - Responds to regular and emergency duties all hours of the day as required.
 - Housekeeping: maintains clean, neat, organized work environments – desk areas, vehicles and shop area.
 - Participates in any and all work duties as assigned to support the District and the provision of any District services.

Supervisory Responsibilities

This position may be asked to supervise summer / seasonal work crews and will be expected to delegate appropriate duties to the work crews, instruct the crews as needed, and follow up to make sure duties are completed – as assigned by the Maintenance Foremen.

Supervision Received

This position reports to and is evaluated by the Maintenance Foreman.

Competencies

To perform this job successfully, this position will be expected to demonstrate and will be evaluated on the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner - gathers and analyzes information skillfully, develops alternative solutions. Works well in group problem solving situations. Uses reason even when dealing with emotional topics. Exhibits sound and accurate judgment; includes appropriate people in the decision-making process.

Independence – The ability to work independently without supervision.

Technical Skills - Assesses own strengths and weaknesses. Pursues training and development opportunities. Strives to continuously build knowledge and skills. Shares expertise with others.

Customer Service – Responds to any and all internal and external customer requests in a professional, courteous and timely manner.

Interpersonal Skills:

Teamwork - Balances team and individual responsibilities, exhibits objectivity and openness to others' views, gives and welcomes feedback, contributes to building a positive team spirit, puts success of team above own interests, supports everyone's efforts to succeed.

Professionalism - Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts responsibility for own actions, follows through on commitments to other staff members and customers and exhibits confidence in self and others.

Conflict Resolution - Focuses on solving conflict, not blaming, listens to others without interrupting, keeps emotions under control, remains open to others' ideas and tries new things.

Diversity – Shows respect and sensitivity for human differences, promotes a harassment-free environment.

Ethics – Treats people with respect, is trusted by others, works with ethics and integrity, upholds organizational values.

Motivation – Can and does work independently, demonstrates persistence and overcomes obstacles.

Quality Management - Looks for ways to improve and promote quality, demonstrates accuracy and thoroughness, monitors own work to ensure quality, plans and organizes work to use time efficiently.

Organizational Support – Adheres to policies and procedures, completes work duties correctly and on time, supports organization's goals and values. Supports the efforts of the team to succeed.

Safety and Security - Observes safety and security procedures, determines appropriate action beyond guidelines, reports potentially unsafe conditions, uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment, manages competing demands, able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Arrives at work on time, ensures work responsibilities are covered when absent, arrives at meetings and appointments prepared and on time.

Dependability - Follows instructions, responds to management direction, takes responsibility for own actions, commits to long hours of work when necessary to complete assignments and / or to support the District team.

Initiative / Innovation – Readily offers to assist others when needed, undertakes self-development activities, seeks increased responsibilities, and asks for help when needed, meets challenges with resourcefulness, generates suggestions for improving work.

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, blueprints / plans, and procedure manuals, ability to write routine reports and correspondence, ability to communicate effectively with customers and employees of the District.

Oral communication - speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, participates in meetings.

Written Communication - Writes clearly and informatively, presents numerical data effectively, able to read and interpret written information.

Reasoning Ability - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form, ability to process information in a logical sequence.

Qualifications (Knowledge, Skills, Abilities)

To perform this job successfully, an individual must be able to perform each primary 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.

Education and/or Experience

High School Diploma (or GED) required.

Two years related job duty experience and/or training; or equivalent combination of education and experience.

Two years minimum driving experience.

Certificates, Licenses, Registrations

Must possess a Class “B “ Colorado CDL Driver's License in good standing is required at all times; and must be considered an acceptable driver as defined by the District’s commercial insurance carrier.

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 the essential functions.

While performing the duties of this Job, the employee is regularly required to walk (often on and over uneven terrain), use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee is frequently required to stand, climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 90 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and / or humid conditions and moving mechanical parts. The employee is occasionally exposed to high, precarious places and risk of electrical shock. The employee is occasionally exposed to work in excavated areas.

General sign off: The employee is expected to adhere to all company policies and procedures.

I have read and understand this job description:

Signature

Date