



## TOWN OF PALISADE, COLORADO

### Parks, Facilities & Events - Maintenance Worker Full Time Position with Benefits

**Department:** Parks, Facilities, and Events  
**Work Location:** Town Hall, 175 East Third Street, Palisade, CO  
**FLSA Status:** Non-exempt: 40-hour work week  
**Effective Date:** August 14, 2023  
**Salary Range:** \$42,000 – \$56,000 depending on qualifications and/or experience  
Full benefit package with health insurance, vacation & sick time  
**To Apply:** Submit application and resume to : [info@townofpalisade.org](mailto:info@townofpalisade.org) or at 175 East 3<sup>rd</sup> St, Palisade CO

#### **SUMMARY:**

Under the general supervision of the Director of Parks, Facilities, and Events, you will keep up the appearance, health, and safety of Town Parks, landscapes, playgrounds, pool, and facilities. Assist with recreational programming. Participate and help organize the set up and tear down of all Town hosted festivals and events.

#### **ESSENTIAL DUTIES**

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

#### **Parks Maintenance:**

- Maintain a great work ethic while working outside all day
- Perform the required maintenance on all Town parks
- Conducts a wide variety of parks maintenance activities including planting and maintaining trees and shrubs, reseeding turf, mowing, trimming, maintaining irrigation systems, fertilizing, turf aeration, pump maintenance, irrigation winterization, etc.
  - Removes trash, cleans rest rooms and picnic shelters thoroughly as needed.
  - Inspect and repair playground equipment, picnic tables, benches, and other park amenities
- Be kind and courteous to all park patrons
- Operate light and heavy equipment to complete work
- Safely operate pick-up trucks, mowers, trimmers, tillers, saws, chippers, lifts, ladders, skid steers, back hoes, mini excavators, compactors, dump trucks, sweepers, vacuum trailers, or similar equipment as needed
- Perform maintenance and repair on Town owned facilities and pool
- Ensure athletic fields are ready for games and practices
- Keep trails and paths clear and in good condition
- Pick up litter and trash anywhere within the Town

### **Events:**

- Perform event related work as required, including Palisade Sunday Market and Town hosted festival or event set-up and tear down
- Work all 3 days of Palisade Bluegrass and Roots Festival
- Be available for occasional evenings and weekends when events and festivals are scheduled in the Town

### **Facilities:**

- Assist with maintenance of all buildings
- Routine repair and maintenance including but not limited to carpentry, plumbing, masonry, HVAC, electrical, painting, drywall, and other general duties
- Restocking and inventory of supplies
- Routine cleaning of facilities and public areas when needed
- Assist will pool operations

### **ADDITIONAL DUTIES**

- Upon direction, can work independently and/or effectively supervise others as needed
- Perform general maintenance and construction work as needed
- Effectively communicate and have active listening skills
- Performs related work as required

### **REPORTING RELATIONSHIPS**

#### **Supervision Received:**

Director of Parks, Facilities, and Events

#### **Supervision Exercised:**

Seasonal laborers, contractors, and volunteers

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Education and Experience:**

Service. Minimum of two years' experience working in parks, forestry, landscaping, facilities, or similar field is required

Preferred: Bachelor's degree from accredited college or university in a related field or four years of Military Service

Must be 18 years of age or older

#### **Special Qualifications:**

Proven history of effectively taking on more responsibility through advancement and/or leadership in career.

Ability to acquire Certified Pool Operator (CPO) certification once hired

Ability to acquire additional certifications and training as needed

**Knowledge of:**

- Knowledge of equipment, tools, material and practices used in park maintenance, construction, and repair
- Knowledge and understanding of Employee Handbook and Town policies
- Knowledge of and ability to use basic computer software applications
- Knowledge of applicable safety rules and procedures
- Knowledge and skill to assist in the complexity of multiple ongoing jobs

**Ability to:**

- Work in a team environment or work independently effectively
- Plan and supervise maintenance activities for all aspects of the parks
- Operate light and heavy equipment as needed
- Communicate clearly and concisely both orally and in writing
- Understand and follow oral and written instructions
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: walking, standing, or sitting for extended periods of time; operating powered and non-powered equipment
- Effectively communicating with others
- Operating motorized vehicles
- Understand the basic fundamentals of project management

**Requires** employees to maintain safe working environments, communicate courteously and cooperatively with other staff and the general public and work with a team or in an individual situation with minimum supervision. Requires a Colorado driver's license.

**EQUIPMENT USED**

Operates light equipment such as pick-up trucks, mowers, trimmers, utility vehicles, horticultural hand tools, blowers, pruners, power washers, skid-steer, mini-excavator and other equipment, as necessary. Depending on the project, may also utilize small tools such as hammers, saws, measuring tape, levels, drills, and power tools to complete assigned responsibilities.

**WORK ENVIRONMENT/PHYSICAL REQUIREMENTS**

This position includes bending, stooping, reaching, standing, walking, and sitting due to the physical nature of working in Town parks on a daily basis. Occasional lifting of 50 pounds. Sufficient physical strength, stamina, and conditioning to conduct work like mowing, trimming, shoveling, etc., large parks continuously throughout the day under outside weather conditions that may exceed 100 degrees or be below freezing. Exposure to noise levels of

machinery and equipment requires safety precautions that include the wearing of PPE like ear and eye protection.