

TOWN OF PEETZ  
UTILITIES & MAINTENANCE MANAGER JOB DESCRIPTION

**Essential Job Functions**

- Maintain log of work completed daily
- Report findings, concerns and needs to the mayor and/or town board
- Develop and maintain maintenance logs for all utility systems
- Develop Standard Operating Procedures for WWFT and Wells.
- Be on call: Emergency situations
- Ability to prioritize work
- Participate in annual Budget preparation
- Be involved in Town projects.

**Certifications**

- Possession of a valid driver's license and clean driving record
- Must have the following licenses for water and wastewater or willing to get them.
  - D Wastewater Operator License - within 6 months of employment
  - C Water Operator License - within 1 year of employment
  - Distribution Class 1 Operator License (water)
  - Collection Class 1 Operator License (wastewater)
- The Town is willing to assist in allowing training opportunities: 1-2 hours per week

**Knowledge**

- Light, medium, and heavy equipment operating principle, practices, and procedures.
- Minor equipment maintenance, repair functions, calibration of equipment.
- Hazards and safety precautions common to mechanized equipment operation.
- Basic chemical sampling

**Skills**

- Handle stress effectively without it interfering with performance.
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Computer skills and familiarity with Microsoft Word and Excel preferred but not required
- Communicate clearly and effectively, both orally and in writing with the following:
  - Town Board and Clerk
  - State of Colorado - inspections and responses, quarterly and annual reports
  - Contractors
  - Laboratories - ordering materials, records retention, etc
  - Public notices

**Abilities**

- Establish and maintain highly effective working relationships with other employees and the public.
- Work alone and make decisions with little to no supervision.
- Act effectively in emergency and stressful situations.
- Adhere to all Town safety policies and procedures.
- Perform other duties assigned by the town board.

TOWN OF PEETZ  
UTILITIES & MAINTENANCE MANAGER JOB DESCRIPTION

**Physical requirements:**

- May be required to work non-traditional working hours which include weekends, holidays, and nights.
- The employee is frequently required to sit, stand, walk, run, talk and hear.
- The employee is required to use hands to finger, handle, or operate objects, controls, or tools. Must be able to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and smell.
- The employee must be able to lift and/or move more than 50 pounds.
- Have NO medical limitations

**Water**

- Weekly well checks include monitoring chlorinator and chlorine in water
- Water sampling and testing - yearly, quarterly or monthly as determined the state
- Annual backwash of arsenic media
- Monitor water issues in town and contact contractors as needed
- Complete all required reporting to the state on time
- Manage all state required programs - lead/copper, backflow prevention, storage tanks, & any other programs not listed
- Maintenance of the irrigation system and watering of the park
- Locate water lines for Colorado 811 (dig line)

**Sewer**

- Daily/Weekly system checks - includes screen cleanings
- Maintain flow checking records
- Switch ponds on an as needed basis.
- Mow and weed control at lagoon site.
- Maintain fencing and signs at the lagoon site.
- Monitor sewer issues and contact contractors as needed.
- Locate sewer lines for Colorado 811 (dig line)

**STREETS**

- Grade streets on a regular basis
- Maintain alleys to keep clear from weeds and debris. It may also be necessary to keep the alleyways clear from tumbleweeds and trash that is blown into them
- Drainage areas need to be maintained to allow the water and melting snow to adequately drain
- Street signs need to be maintained and repaired when damaged
- Mowing of ditch areas, alleyways, East Main Street and town properties
- Spraying of weeds along streets and alleyways as needed
- Haul gravel to problem areas
- Snow removal from streets
- Maintain visibility of handicapped zones

**BUILDINGS**

- Perform general maintenance as necessary for town properties both interior and exterior
- Report any needed maintenance to the Town Council when work needs to be contracted
- Remove snow from sidewalks in front of town properties as needed

TOWN OF PEETZ  
UTILITIES & MAINTENANCE MANAGER JOB DESCRIPTION

**PARK**

- Park needs to be mowed on a regular basis in the summer months.
- Keep weeds and trash under control.
- Maintain the park gazebo and playground equipment.
- Monthly playground inspections and keep a record of them.

**BURN PILE**

- Monitor burn pile
- Burn as needed and remove debris as needed

**CEMETERY**

- Monitor cemetery property.
- Dig cremation holes and place tube and caps before and after ceremony along with placing nails or metal on top of cap before burying so tube can be found if needed.
- Locate and flag grave sites for burials or areas for grave placement.
- Keep the directory updated.

**EQUIPMENT**

- Regular maintenance (e.g., greased, lube, oil changes. etc.) of town equipment (e.g., tractor, mowers, trucks, etc.)
- Do minor equipment repairs, if major repairs are needed, report to the Town Council for approval
- Wash equipment on regular intervals to keep salt, dirt, grass clippings. etc. from corroding equipment

This job description is not all inclusive and other job duties or functions may be assigned by the Town Board.