

## Exhibit A

### Job Description

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for the given position.

**JOB TITLE:** Equipment Operator / Laborer

**DEPARTMENT:** Public Works

**REPORTS TO:** Street Supervisor and PW Director

**DATE:** December 22, 2016

**HOURS:** 7:00 a.m. – 3:30 p.m. or as posted by current schedule and varying seasonal requirements

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**JOB SUMMARY:** Performs maintenance activities throughout the Town limits in the areas of streets, sidewalks, parks, trails, playgrounds, pathways, vehicle fleet, and buildings, trash and debris removal, traffic signals, street lights, bridges, ROW's, drainages, and public water supply and distribution systems and wastewater collection systems.

**MAJOR DUTIES:**

1. Assist with general maintenance and repair on all streets and sidewalks to include installation and repair of signage, delineators, patching, crack sealing, striping, sweeping, snow removal and shoveling, traffic control, streetlights, traffic signals, bridges, culverts and drainage areas, as well as trash and debris removal.
2. Park maintenance and repairs on playground equipment, fencing, shelters, benches and tables, signage, lighting, statue bases, trash receptacles, bridges, railings, and stairs. May include mowing, trimming, watering and fertilization of grass areas.
3. Trail maintenance and repairs include grooming of gravel paths and patching of asphalt path widths and shoulders, fencing, bridges, railings, shelters, kiosks and signage, benches, tables, trash receptacles and landscaping materials.
4. Building maintenance will include minor repairs of heating, plumbing, electrical and roofing systems. Removal of snow and ice from, and placement of salt/traction sand on, walks, steps and parking areas. Application of stains and paint products to interiors and exteriors.
5. Maintenance and repairs on all fleet vehicles as needed through monitoring of records and hour meter/mileage readings. Duties include motor and hydraulic oil and filter changes, hose and belt replacement, tire repair, fluid replacements, washing and vacuuming of vehicles. General housekeeping of all vehicles, shop, tools and equipment is mandatory.
6. Assist with the general maintenance and repairs of the public drinking water production and distribution systems and the wastewater collection systems. Duties include repairs to both water and sewer infrastructure, fire hydrant and sewer line flushing, repairs and painting. Exercising, flushing, and mapping of water and sewer main lines, valves and manholes. Perform water and sewer main line locates as required by UNCC utility locate requests. Assist with minor repairs at the water treatment facilities, storage tanks, well fields, metering pits and pressure reducing valve vaults; assist with stocking of chemicals such that apply to the operation of the WTP's.
7. Maintain work areas, shop, grounds, office, restrooms and common use areas in a neat, clean and orderly fashion.
8. Perform daily, monthly, semi-annual and annual maintenance on all vehicles, compressors, heating units, pressure washers, hoses and equipment.
9. Responsible for vehicle pre-trip inspections prior to the use of all medium and heavy duty equipment.
10. Perform special projects and miscellaneous duties such as event and function set-ups and as directed by a Supervisor.

**RESPONSIBILITIES:**

Working within the Public Works department, install, maintain and repair Town owned assets so they are in a safe and functional condition.

The Operator/Laborer will:

- ◆ Promote a professional, cooperative and problem solving atmosphere;
- ◆ Arrive to work on-time per posted schedule, and in appropriate attire;
- ◆ Have the ability to adhere to weekend, evening and on-call scheduling as posted;
- ◆ Conduct all business in a professional and courteous manner; may occasionally be required to teach, or give instruction to co-workers; and
- ◆ Ensure the health and safety of all staff, citizens and Town owned property by reporting unsafe conditions and/or suspicious activity to the Supervisor, PWD or Town Manager.

**ACCOUNTABILITY:**

This is a line staff position that reports to the Street Supervisor and receives frequent supervision.

**QUALIFICATIONS:**

Must be a minimum of 18 years of age. High school diploma or GED required. Good communication and organizational skills required. Must be self-motivated, work autonomously and with others. Must be able to use and operate the following: motor vehicles, cellular telephone, calculator, two-way radio and personal computer and tablets utilizing modern programs.

A working knowledge in the operation of wheel loaders, skid steer loaders, single and double axle dump trucks and vehicles w/both manual and automatic transmissions such as full sized pick-ups desired. 1-year of heavy equipment experience desired; however, willing to train. Valid Colorado driver license Class R with an insurable driving record required. Commercial Driver License – Class B w/Air endorsement preferred; however, must obtain CDL within 3 months from date of hire. Flagger certification required within 3 months of date of hire. Other licenses or certifications may be required and shall be obtained as necessary.

Must have basic working knowledge in the following trades and equipment or the ability to learn: carpentry, concrete, plumbing and roofing; hand, power and air tools such as various wrenches, drills, sanders, hammers, saws, cut-off saw, chain saw, mechanical compactors, lawnmower, snow blower and snow shovels, weed trimmer, grinders, chop saw, floor jacks, grease guns, dewatering pumps, weed control equipment, acetylene torches, stick welders, gas generators and general gardening tools.

Good vision and hearing (with corrections ok). Requires continual standing, sitting, walking, stooping, crouching, bending, reaching, fingering, handling, and eye-hand coordination. Must be able to lift and carry weights of approximately 80 lbs. and, push and/or pull weights of approximately 250 lbs. Must also be able to work in high places accessed by ladders and lifts on heights upwards of 30 feet, and, be able to safely work in confined spaces such as metering & PRV vaults, water storage tanks, earthen trenches and sanitary sewer manholes.

Environmental conditions range from extreme heat and cold to wet and humid, mold, noise, dust and fumes. Must be able to safely handle industrial and hazardous chemicals.

*The Town of Fraser reserves the right to revise and change job duties as the need arises. This job description does not constitute a written or implied contract of employment.*