



Town of Eagle
Job Description/Role and Responsibilities

Position Title: Yard Waste Maintenance Worker – Seasonal, Part-time

FSLA Status: Non-Exempt - hourly, eligible for overtime

Reports to: Public Works Supervisor and Public Works Management

Department: Refuse – Public Works

Pre-Hire Requirements: No experience required, will train the right candidate. Some maintenance experience is helpful. Must possess a valid Colorado driver license. Requires successful completion of a motor vehicle record and criminal background check.

Job Summary: A seasonal part-time position, performing duties at the outdoor Town Yard Waste Site. Approximately 14-hours per week; 4 hours daily on Friday, Saturday and Sunday is required plus Monday Department meeting from 7-9 am. This position works April 4 through mid-November, weather permitting. This is a seasonal position and is not eligible for any benefits.

Essential Functions:

1. Verify customers at the yard waste site are Town of Eagle residents.
2. Maintain accurate records of yard waste site usage.
3. Provide guidance and instructions to facility users regarding the facility and yard waste program operating rules and policies.
4. Visually monitor incoming materials being disposed of to ensure that only yard waste is being received and that foreign items (i.e. plastic bags or other waste materials) are not co-mingled.
5. Performs other related duties as assigned.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Safety and working safely is top priority in this division. A reflective safety vest is required when on duty and is supplied by the department. All issued gear shall be returned at the end of employment.

Core Competencies:

1. Communication
2. Attention to Detail
3. Customer Service
4. Teamwork/Adaptable
5. Multi-tasking
6. Safety

MINIMUM REQUIREMENTS**Education, Training and Certifications:**

- Eighteen years of age or older
- High school diploma or equivalent preferred but not required
- Valid Colorado driver license and satisfactory motor vehicle record

Knowledge, Skill and Ability Requirements:

1. Knowledge of equipment operation and maintenance, and standard safety practices
2. Language Skills – Ability to understand and follow oral and written instructions, ability to speak clearly and intelligently.
3. Ability to read and write at a high school level.
4. Ability to establish and maintain effective working relationships with other employees and the public, and deal with them in a courteous and tactful manner.
5. Ability to keep accurate records and complete all necessary paperwork.
6. Work activities may include one or a combination of the following physical demands, ability to stand on your feet for long extended periods (four to eight hours).
7. Skill using basic hand tools may operate lawn mowing equipment.
8. Ability to model Town of Eagle staff values of integrity, respect, commitment, responsibility, collaboration, and leadership.
9. Supports and champions building and sustaining a culture focused on continuous improvement.
10. Fosters innovative ideas and streamlines operations to provide meaningful value for customers and the community.

Physical Requirements: 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.

1. Regularly required to use hands and arms to handle, feel, drive, reach; and talk, hear or smell.
2. Frequently required to sit, stand, walk, bend, stoop, kneel, crouch, crawl, climb or balance.

3. Specific vision abilities required includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
4. Must be able to lift and carry moderately heavy materials, supplies, and equipment (25-50 lbs.) frequently; objects weighing 50-75 lbs. occasionally.

Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position, the employee will have exposure to the following:

1. Work is usually in an outdoor environment with exposure unfavorable weather conditions and extreme temperatures.
2. Risk physical hazards from working in and around traffic, heavy machinery. Work requires the ability to foresee and prevent safety problems.
3. Frequent exposure to noise, dirt, dust, etc., can be expected.
4. Safety Vest, uniform shirt, jacket and rain gear is provided. Staff provide own foot ware and pants, must be clean (no sweats or shorts) and appropriate to the work assignment.

Position Type and Expected Hours of Work

This is a part-time seasonal position. Normal days and hours of work are 4 hours Friday through Sunday, also scheduled to attend Monday Department meeting from 7:00 a.m. – 9:00 a.m. with potential for other hours to support event schedule.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Signature Date

Print Name