



PARKS AND PUBLIC WORKS MAINTENANCE TECHNICIAN

DEPARTMENT: Public Works
FLSA STATUS: Nonexempt
REPORTS TO: Parks and Open Space Manager

Introduction to the City and Department:

Join the City of Castle Pines, a hub of innovation and community spirit. In our Public Works Department, you'll be part of a dedicated team that prioritizes improving infrastructure and enhancing the quality of life for all residents.

Team Environment:

You will be a key member of a seven-person Public Works team that is responsible for both maintaining and developing the city's streets and parks. Our entire organization is composed of 16 dedicated employees. We rely on a network of contractors and consultants for additional services, embodying a 'small but mighty' ethos. This close-knit environment fosters collaboration, innovation, and a strong sense of community impact.

General Purpose:

In this strategic role, you will be responsible for performing or planning, scheduling, and supervising a variety of maintenance tasks. You will oversee contracted crews as they perform landscaping, turf maintenance, and repairs in City-owned parks, open spaces, and rights-of-way. Your expertise will ensure that all City facilities and assets receive regular maintenance and necessary repairs, contributing to the City's appeal and safety. Your role ensures that public spaces are not only safe and functional but also continue to be assets that enhance the community's quality of life.

Supervision Received:

You will receive direct supervision from the Parks and Open Space Manager and may also receive direction from the Capital Projects and Operations Manager for specific assignments.

Key Responsibilities:

The list below is intended to illustrate the responsibilities of the position and is not all-encompassing. The City may change these duties at any time.

- Maintain parks, trails, and open spaces, executing tasks such as landscaping, plant installation, and irrigation system maintenance.
- Inspect and oversee the operation and maintenance of irrigation systems, applying water conservation measures.
- Perform regular inspections and carry out maintenance of park facilities, open spaces, and trails to ensure they meet safety and aesthetic standards.

Job Description: Parks and Public Works Maintenance Technician (January 2024)

- Manage soil and turf care, including seeding, fertilizing, pest and weed control, and oversee the mowing and upkeep of green spaces.
- Monitor and evaluate contracted maintenance services for compliance with City standards and contractual requirements.
- Assist in budget preparation and manage resources to ensure efficient and effective use of funds and materials.
- Recommend improvements to work procedures and maintenance methods to enhance efficiency.
- Provide on-call support for parks, streets, and stormwater system repair and maintenance and snow removal.
- Ensure the maintenance and safety of all City facilities, vehicles, and equipment.
- Respond to community inquiries and issues regarding parks and public works maintenance.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate the job's essential functions with or without reasonable accommodations. *Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions. The requirements listed below are representative of the knowledge, skills, and/or abilities that are required and desirable.*

- Knowledge of principles of horticulture involving landscaping, ground maintenance, propagation, and care of plants, shrubs, and trees.
- Knowledge of fertilization and soil management.
- Knowledge of safe handling procedures of various chemicals and equipment.
- Skillfully use and maintenance of irrigation systems and mechanical tools and equipment.
- Working knowledge of various job-related equipment, for example, small tractors.
- Ability to perform skilled supervision and inspection of landscaping and ground maintenance.
- Proper use and maintenance of irrigation systems and mechanical tools and equipment.
- Ability to follow and provide clear oral and written instructions.
- Ability to effectively communicate with the public and contractors, ensuring clear understanding of maintenance plans and fostering positive community relations.
- Basic computer literacy for managing operational tasks and communications.

Professional Development: We support our team's growth through ongoing training programs and workshops, encouraging continuous learning and advancement.

Educational Background and Experience:

- High school diploma or equivalent, plus five years of relevant experience in landscaping and grounds maintenance.

Licenses and Certifications:

- Valid Colorado “C” driver’s license with a clean driving record.

As a Parks and Public Works Maintenance Technician, you will be a significant contributor to the City's efforts in maintaining our public spaces. Your dedication and skills will help ensure that Castle Pines remains a beautiful, welcoming, and well-maintained community.

Physical Demands and Work Environment:

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. The work environment characteristics described here are representative of those that an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Frequency Guide			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
Physical Task	Frequency	Physical Surroundings	Frequency
Sitting	F	Extreme Temperatures	O
Standing	F	Inside Work	C
Walking	F	Outside Work	F
Running	R	Walking on uneven surfaces	F
Stooping	O	Working at height	R
Kneeling	O	Other:	
Squatting	O		
Climbing	R	Environmental Conditions	
Balancing	O	Exposure to Chemicals	O
Reaching	O	Exposure to Gases/Fumes/Dust	O
Grasping	C	High Noise Levels	R
Fingering	C	Moderate Noise Levels	O
Handling	C	Vibrations	R
Visual Acuity Near	F	Work in Traffic	O
Visual Acuity Far	F	Local Travel	F
Depth Perception	F	Out-of-Town Travel	O
Color Discrimination	O	Other:	
Peripheral Vision	O		
Talking	C		

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Hearing	C		
Light/Power Equipment Ops	O	Weight of Objects Moved	
Heavy Equipment Operation	O	Over 100 pounds	R
Other:		Over 50 Pounds	O
		Over 10 pounds	O

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Received by:

Employee Name

Employee Signature

Date