

## **Town of Olathe**

### **Public Works Utility Worker**

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The Utility Worker is responsible to perform a variety of manual, technical and administrative duties in operation and maintenance of the Town's water distribution system, sewer system, trash collection and streets and alleyways. Experience in road construction, vehicle and heavy equipment repair and maintenance, water, sewer or trash service preferred. This position is a full-time, 4-10 work week with an emergency call rotation. As a Town employee, you are a representative of the Town; maintaining a professional appearance and treating community residents with courtesy is expected.

#### **SUPERVISION RECEIVED:**

Reports to Public Works Director

#### **MINIMUM REQUIREMENTS:**

- High School diploma or equivalent
- Possess and maintain valid Commercial Class B Driver's License
- Must be able to pass a complete background check and drug test
- Ability to assess, maintain and operate the Town Public Work's Department vehicles and heavy equipment
- Knowledge of standard construction practices in the areas of transportation, storm drain systems, water and wastewater systems

#### **SPECIAL REQUIREMENTS:**

- Obtain Colorado Department of Transportation Flagger certification within six (6) months of employment
- Obtain Water I certification within one (1) year of hire
- Attend trainings as required

**Salary:** DOE

#### **BENEFITS:**

- 10 paid holidays
- Health, dental, vision
- Life insurance
- 401(a) retirement
- Vacation and sick leave pro-rated schedule

#### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential daily functions.

- Requires the ability perform heavy manual labor, lifting a maximum of 60 pounds.
- Frequent lifting, carrying, walking, standing, kneeling, crouching, climb or balance
- Hand/eye coordination for computer use and maintenance on equipment, and operating heavy equipment
- Vision for writing reports and reading meters
- Hearing and listening to communicate with others
- Requires driving and working in inclement weather conditions

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**GENERAL LIST OF DUTIES:** Duties and/or responsibilities may change at any time with or without notice.

<b>Streets</b>
<ul style="list-style-type: none"><li>• Maintenance: sweeping, patching, painting</li><li>• Maintain streets signs</li><li>• Knowledge of street construction, repair and minor bridge work</li><li>• Seasonal snow and ice removal</li><li>• Weed mitigation</li></ul>
<b>Water</b>
<ul style="list-style-type: none"><li>• Water system maintenance</li><li>• Inspection of all water valve boxes insuring visible meters</li><li>• Reading water meters</li><li>• Inspection and repair of fire hydrants</li></ul>
<b>Sewer</b>
<ul style="list-style-type: none"><li>• Ability to read maps, blueprints</li><li>• Maintenance and repair of sewer lines, manholes, sewer system and sewer lagoons</li></ul>
<b>Trash</b>
<ul style="list-style-type: none"><li>• Operate, maintain, clean and repair trash trucks</li></ul>
<b>General Duties</b>
<ul style="list-style-type: none"><li>• Maintain skill levels through trainings</li><li>• Familiarizes themselves with the Community</li><li>• Work Emergency on-call rotation</li><li>• Works with and assists other Town Departments</li><li>• Perform pre-trip and post-trip inspections on all equipment operated</li><li>• Utilizes proper safety precautions and protocols</li><li>• Performs daily cleaning and organization of Town shop, equipment and tools</li><li>• Maintains equipment service records</li><li>• Other duties as assigned</li></ul>

\*\*NOTE: This job description does not cover or contain a comprehensive list of duties or responsibilities that are required of this position.

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Signature of applicant

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Date



**APPLICATION OF EMPLOYMENT**  
Town of Olathe is an Equal Opportunity Employer

TOWN OF OLATHE • 419 S. Horton Ave • PO BOX 789 • Olathe, CO 81425  
970-323-5601 • 970-323-5149 (fax) • www.townofolathe.org

PLEASE PRINT CLEARLY

Date of Application: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Are you seeking:  Full-time  Part-time  Seasonal Date Available to start: \_\_\_\_\_

How did you learn about us?  Advertisement  Employment Agency  Social Media/Website  Friend/Relative

**GENERAL INFORMATION**

\_\_\_\_\_  
Last Name First Name Middle Initial Email address

\_\_\_\_\_  
Address City State Zip Code Phone Number

Have you ever been employed by the Town of Olathe?  Yes  No If yes, date employed: \_\_\_\_\_

Are you eligible for employment?  Yes  No Can you provide current documentation?  Yes  No  
(Proof of citizenship or immigration status will be required upon employment)

Have you used any names or social security numbers other than indicated on this form?  Yes  No

If yes, please explain : \_\_\_\_\_

Do you have a current Colorado driver's license? Number \_\_\_\_\_ Type \_\_\_\_\_

Have you had any moving violations in the past three (3) years?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you been convicted of a felony within the last 7 years?  Yes  No  
(Conviction will not necessarily disqualify an applicant from employment.)

If yes, please explain: \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

List most recent employment first. Include any job-related military service assignments , temporary and summer job and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. This section must be completed, even if resume is attached. No more than 10 years history is recommended.

Employer Name and Address: _____ _____ _____ _____ Supervisor                      Phone #	Position title/duties, skills:       	Start date: _____ End date: _____ Reason for leaving: _____ _____ _____
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Employer Name and Address: _____ _____ _____ _____ Supervisor                      Phone #	Position title/duties, skills:       	Start date: _____ End date: _____ Reason for leaving: _____ _____ _____
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Describe any specialized training and skills you have that make you a good candidate for this job:

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List any additional Certifications or skills you have.

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State any additional information you feel may be helpful in considering your application:

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**EDUCATION:**

<u>Name of School</u>	<u>Location of School</u>	<u>Course of Study</u>	<u>Years Completed</u>	<u>Diploma/Degree Received</u>
<u>High School</u>		General		
<u>College/University</u>				
<u>Technical School</u>				

**REFERENCES: Include ONLY individuals familiar with your work ability**

<u>Name &amp; Address</u>	<u>Phone Number</u>	<u>Relationship</u>	<u>Years Known</u>

**APPLICATION WAIVER FORM**

All information contained in the application is subject to verification. The Town of Olathe will conduct background checks including, but not limited to, work references, driving records, criminal background records and educational attainment.

I hereby certify that I have read and understand this application. I understand that any false information, omissions or misrepresentations of facts contained in this application may result in rejection of my application or discharge at any time during my employment. I consent to the release or any of the information provided regarding my ability and fitness for employment by employers, schools, companies and law enforcement agencies and other authorized personnel and hereby release any said persons, schools, companies, law enforcement agencies from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If the Town of Olathe policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand and agree that, if hired, my employment is for no definite period, and that I will be subject to the Personnel Policies and Procedures in effect during my employment.

I understand that specific positions at the Town of Olathe require proof of an acceptable driving record and that maintaining an acceptable driving record is a condition of continued employment.

If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Town of Olathe is of an "at will" nature, which means that the employee may resign at any time and the Town may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive or this organization specifically acknowledges such change in writing.

I have read and understand the "Application waiver form" and am acknowledging same by my dated signature hereafter.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_