



welcome neighbors.

# TOWN OF BENNETT RECRUITMENT

## PARKS AND OPEN SPACE MAINTENANCE WORKER II

### THE OPPORTUNITY

The Town of Bennett is hiring a Parks and Open Space Maintenance Worker. Come join an amazing team where you can pioneer your ideas and bring innovation and creativity to a one of the fastest growing communities in the Denver metropolitan area.

With an easy stress-free commute via I-70, Bennett has become a focal point for development and growth, making it a dynamic and exciting place to work. You will have an opportunity to be an important part of building a great community, with several active projects underway with major national homebuilders and new commercial projects. In the next five years, the Town anticipates the construction of over 1,000 residential and commercial buildings, with additional development in-process.

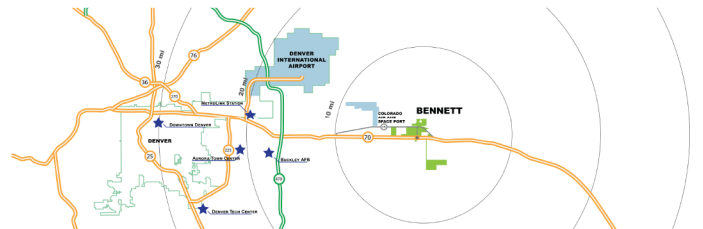
Our vibrant organization is staffed with highly motivated individuals who are committed to excellence and are diligently working to improve our community through local government. We work cohesively to solve problems, preserve our small town charm and pride ourselves on providing an atmosphere that encourages a positive work-life balance.

The Town of Bennett is committed to a fun, progressive learning environment that encourages staff mentorship and development. We offer a highly competitive benefits package, including flexible schedules, 100% premium paid health insurance for employees, a 401(k) match, life insurance, paid leave, long-term disability insurance, access to mental health services, an annual pass to the Bennett Parks and Recreation District, sick and vacation accrual and a monetary allotment which can be used toward out-of-pocket medical expenses, dental and eye insurance and additional retirement savings.



### KEY FACTS

**POPULATION: 3,200**  
**TOTAL AREA: 5.4 MILES**  
**MEDIAN HOUSEHOLD INCOME: \$59,101**



### COMMUTE TIMES

**COLORADO AIR & SPACE PORT: 15 MINUTES**  
**DENVER INTERNATIONAL AIRPORT: 25 MINUTES**  
**DENVER: 30 MINUTES AURORA: 20 MINUTES**





# FOCUS ON BENEFITS



**Retirement:** After 90 days of service, employees are automatically enrolled in the 401(a) retirement plan with CRA (Colorado Retirement Association). The Town matches 3% to the employee's 3% contribution.

**Health Care:** The medical, vision, dental, and life insurance provider is Colorado Employer Benefit Trust (CEBT). The Town pays 100% employee coverage and 80% of employee's covered dependents.

**Medical:** Employees may choose to enroll in one of three medical plan options: a Kaiser Permanente HMO-40, and a UMR EPO<sub>4</sub> base plan or UMR EPO<sub>3</sub> plan. All medical plan options have a broad network of doctors, hospitals and other health provider who provide quality care at negotiated fees.

**Dental:** A comprehensive dental program is available that provides access to a broad network of dental providers. Coverage is through Delta Dental.

**Vision:** Employees that choose to enroll in our CEBT vision plan can take advantage of benefits that include coverage towards contacts and glasses Coverage is through VSP.

**Insurance:** Life and Dependent Life: The Town of Bennett provides basic life coverage up to \$200,000 for employees who are regularly scheduled to work 30 or more hours per week. Additional coverage can be purchased through the Voluntary Life Insurance program.

**Wellness Program:** The Town of Bennett values employee health and well-being. The wellness program is designed to empower employees to engage in healthy activities and lifestyles. The town believes that educational opportunities and an emphasis on well-being leads to an increase in employee morale and positive impact on overall health - healthy employees are happier and more productive.

**Employee Assistance Program:** Our EAP provides free and confidential short-term counselling to help employees with a variety of personal challenges.

**Paid Time Off:** Employees have access to vacation and sick paid time off which accrues based on months of service. Full-time employees also receive paid leave benefits after 12 months of employment.

**Holidays:** The Town of Bennett observes 12 paid holidays per year: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day and the day after, Christmas day and one (1) 8-hour floating holiday is determined by the employee whom may designate and observe with pay of his or her choosing each calendar year.



# THE POSITION

## Summary:

Operates light or heavy equipment and performs routine, semi-skilled to skilled work in the maintenance and construction of athletic fields/courts, trails, natural open space areas, turf management, and landscape maintenance. Incumbents assigned to this class are expected to perform the full range of work assigned to this class and to work with significant independence and initiative.

## Essential Duties and Responsibilities:

Essential functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be an accurate summary of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for performing routine parks and grounds maintenance tasks.
- Performs parks tasks in one or more fields (e.g. turf, grounds, trails, irrigation system, parking lots, and landscape planting and maintenance. etc.)
- Services and inspects assigned equipment and maintains service and operator use records.
- Advises supervisors on operating conditions of equipment and progress of projects.
- Reports needed mechanical adjustment and repair.
- Assists in identifying areas needing improvement. Identifies upcoming projects and needed work.
- Performs equipment and/or manual operation in park maintenance, irrigation, and repair work.
- Performs flagging, controls traffic and related safety functions at job sites.
- Completes snow and ice removal from streets and gutters and applications of salt/sand to same, and as needed during on-call times in the winter months.
- Constructs, repairs, maintains, and cleans drainage structures. Inspects and clears obstructions from storm drains.
- Completes trash removal and pickup from Town parks and open space.
- Cleans work area, the shop, tools, equipment, vehicles, and grounds.
- Performs grass cutting, weed removal, and landscaping.
- Trims and removes trees and root systems from public right-of-way.
- Responds to support for special events, such as Town Cleanup Day, Bennett Days, etc.
- Responds to after-hour emergency calls in accordance with department policies.
- Reads and interprets plans, maps, diagrams and construction drawings.
- Maintains detailed and accurate records.
- Serves on-call as required.
- Other duties as assigned.



## KNOWLEDGE, SKILLS AND ABILITIES:

### Knowledge of:

- Methods, tools, equipment, and necessary safety precautions used in Public Works operations.
- Use and operation of relevant office equipment.
- Local government services and administration.
- Customer service needs and the delivery of those services.

### Skills:

- Analytical - Synthesizes complex or diverse information.
- Design - Generates creative solutions; demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations.
- Project Management - Develops project plans; communicates changes and progress; manages project team activities.
- Customer Service - Manages difficult or emotional customer situations; meets commitments.
- Interpersonal - Maintains confidentiality; remains open to others' ideas and tries new things.
- Communication - Demonstrates the writing skills necessary for basic Town correspondence, and effectively communicates with both internal and external customers.
- Team Work - Balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; able to build morale and group commitments to goals and objectives; recognizes accomplishments of other team members.
- Change Management - Communicates changes effectively; builds commitment and overcomes resistance.
- Leadership - Exhibits confidence in self and others; effectively influences actions and opinions of others; inspires respect and trust; mobilizes others to fulfill the vision.
- Ethics - Treats people with respect; works with integrity and ethically; upholds organizational values.
- Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses.
- Adaptability - Adapts to changes in the work environment; manages competing demands; able to deal with frequent change, delays, or unexpected events.
- Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.
- Judgment - Exhibits sound and accurate judgment; includes appropriate people in decision-making process.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position.

### Ability to:

- Understand documents such as safety rules, operating and maintenance instructions, procedure manuals and plans and specifications.
- Complete and follow through on paperwork in a timely manner. Knowledge of relevant computer applications
- Define problems, collect data, establish facts, and draw valid and logical conclusions.
- Establish and maintain effective working relationships with fellow employees, supervisors and the public.
- Understand cultural differences and create inclusive working environments.

## EDUCATION/EXPERIENCE:

### Education or Formal Training:

High school diploma or GED; two to four years of manual labor experience preferred; equivalent combination of education and experience may be considered.

### Certificates and Licenses:

Valid Colorado's Driver's License.

Flagger certification or ability to obtain within one year.

### Work Environment:

General environment for a public works department. Work may include being outside in inclement weather and being around hazardous chemicals. The job regularly requires the operation of heavy machinery and manual labor. The employee must occasionally lift and/or move up to 100 pounds.

## SALARY RANGE:

\$46,299 - \$63,671 plus benefits package.

APPLY ONLINE:

TOWNOFBENNETT.COLORADO.GOV