



**www.CommunityConnectionsCO.org**  
281 Sawyer Dr., Ste. 200, Durango, CO 81303  
Main office phone: 970.259.2464  
Main office fax: 970.259.2618  
**cci@cci-colorado.org**

**Title:** Parks Maintenance Worker

**Reports To:** Adult Services Program Manager

**FLSA:** Hourly/Non-Exempt; Part-time

**Job Description:** To provide trash removal within the City of Cortez parks. No driving for business is permitted for this position.

**Responsibilities:**

- Insure policies and procedures for CCI are followed;
- Ensure that all supplies are stocked;
- Ensure that all equipment remains in good condition;
- Ensure that all ground trash is cleared and placed within trash receptacles;
- Rake or sweep areas with small trash as necessary;
- Ensure that all trash cans along routes are emptied and taken to nearby dumpsters; and that new liners are placed in the trash can;
- Take all found items to predetermined designated lost and found location;
- Recognize and communicate with supervisor when there are concerns, such as needing additional supplies, discovering that a trash can needs to be replaced, etc.;
- Maintain appropriate paperwork assuring proper documentation is completed by the end of every shift;
- Turn in completed timesheet timely;
- Maintain communication with Supervisor and administrative staff;
- Work with others in a positive manner in a team oriented environment;
- Maintain respectful professional relationships with any City employees whom you may come in contact with;
- Work with minimal supervision and to recognize situations where assistance is needed;
- Perform duties and conduct interactions with agency staff, persons served, and the public in a manner consistent with CCI values;
- Deal with stress and stressful situations in an effective, productive manner;
- Promote and maintain appropriate professional and ethical relationships;
- Must accommodate any shift needs as they change, according to availability from application;
- Complete other tasks as delegated;
- Any and all reasonable duties as assigned.

**Knowledge and Abilities:**

- Ability to work independently
- Good organizational skills
- Knowledge of city parks
- Computer skills
- Good communication skills
- Ability to be a team player
- Flexible and able to work with minimal supervision



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**Minimum Qualifications:**

- 16 years and older and ability to provide all necessary hiring documents
- Successful completion of a professional and/or personal reference and CBI background check

**Physical Demands of the Job:**

While performing the duties of this job, the employee is regularly required to walk moderate distances, bend, use hand to finger, handle or feel objects, tools or controls, reach with hands and arms, hear and have the ability to communicate on a verbal basis. The employee must have adequate visual acuity with or without correction and may be required to lift heavy weights up to and over 50 lbs. by transferring trash from receptacles.

Seeking candidate to assist with trash collection with City park sites based on schedules assigned. Part-time/hourly. \$9.30 per hour. Interested candidates must complete an application (online at [www.communityconnectionsco.org](http://www.communityconnectionsco.org) or paper application at 105 S. Harrison, Cortez, CO Monday – Thursday, 8 – 5 pm) and route to Judy Schreckenbach, HR Vice President. Open until filled. EOE