

PUBLIC WORKS UTILITY WORKER

GENERAL STATEMENT OF DUTIES:

Performs manual, semi-skilled and skilled tasks in the maintenance of city parks, storm drains, streets, buildings and grounds. May serve as support and backup for water and wastewater (sewer) operations and support for sewer collection system and water distribution system. **REQUIRES** Customer Service Training and Experience.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

This is a full-time regular position with the major duties primarily to serve as the public works employee with streets, parks, building maintenance and storm water system maintenance and repair. This employee is responsible for varied construction and maintenance tasks for city buildings, park grounds and facilities. At times this work will be as a member of a public works crew and at other times assigned tasks may be working independently as an individual. This position includes full-benefits for city employees including medical, vacation and retirement upon completion of successful employment. Probation is for 6 months.

SUPERVISION RECEIVED:

Work is performed under the supervision of the City Administrator.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this position but may be providing leadership for volunteers on special projects such as park improvements.

KEY PERFORMANCE AREAS:

Communications: Effectively communicate orally and in written format with some basic familiarity of standard computer communications.

Parks Maintenance including all required operational needs for mowing, landscape, parks improvement, equipment maintenance and replacement.

Customer Service courtesy to general public.

Safety Oriented AND follow all safety rules and procedures for work areas.

Record keeping for time allotment and expenses.

Troubleshoot and perform extensive preventive maintenance activities. Keep inventory of parts and supplies.

Perform repairs and maintenance of equipment, facilities, and infrastructure of City.

Provide support for water/sewer operator including maintaining equipment, plants, and City assets in general.

Perform street repair and maintenance including asphalt patching, grading, graveling, and digging and cleaning ditches.

Perform brush cutting, sidearm mowing, and assist with general grounds keeping.

Maintain equipment and vehicles. Perform regular oil changes and minor repairs.

Maintain cooperative working relationship with City staff, other organizations, and the public.

Picks up and empties trash of all facilities, buildings and parks; cleans and sanitizes rest rooms; repairs vandalism damage.

Fertilizes, mows, trims and edges lawns. Plants, cultivates and waters lawns, trees, shrubs and flowers. Prunes trees and shrubs.

Maintains playground equipment, benches, gates and fencing.

Performs minor plumbing and carpentry tasks.

Maintains irrigation systems including cleaning, repairing or replacing items and parts.

Paints playground equipment and other park buildings when needed if schedule or weather permits.

This position has the primary responsibility of maintenance, repair and improvement of the city storm drain system.

This position has the opportunity and expectation to learn and become a backup water and sewer treatment operator.

Performs other related work as required.

EMPLOYMENT STANDARDS:

EDUCATIONAL REQUIREMENTS:

High school graduation or equivalency.

EXPERIENCE AND TRAINING:

Two years of experience in property and building operations, building/grounds maintenance, or any satisfactory combination of experience and training that demonstrates the knowledge, skills and ability to perform the above described duties.

KNOWLEDGE OF:

Building and grounds maintenance which includes landscaping practices and techniques; carpentry, plumbing, and mechanical knowledge; safety rules and

precautions; safe use of vehicles, tools, materials and equipment required to perform duties.

ABILITY TO:

Work independently with minimum supervision; perform physical labor in sometimes adverse weather conditions; maintain effective working relationships with other employees, supervisors and the general public; sufficiently perform the physical requirements of the classification; understand and carry out oral and written instructions.

SKILL IN:

Use of vehicles, machinery, tools and equipment applicable to the position.

NECESSARY SPECIAL REQUIREMENTS:

Possession of or ability to obtain necessary Oregon driver's licenses, or any certification required by state or federal agencies to work in the position assigned.

Ability to be assigned on-call and be within 30 minutes of response to job site.

PRE-EMPLOYMENT REQUIREMENTS:

Drug screen, bondable, educational and experience verification. Demonstrated ability to perform essential functions.

COMPENSATION TYPE:

FLSA EXEMPTION STATUS:

POSITION FUNCTIONAL REQUIREMENTS DIVISION/DEPT:

JOB TITLE:

REPORTS TO:

DATED:

Hourly

Non-Exempt

Public Works

Utility Worker

City Administrator

October 15, 2018