

UTILITY WORKER / WATER OPERATOR IN TRAINING

GENERAL STATEMENT OF DUTIES:

Performs manual, semi-skilled and skilled tasks in the maintenance of city parks, buildings and grounds, and the operation of public works structures and facilities; does related work as required. Training and experience towards becoming certified water treatment plant operator and water system distribution certified.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

This is a paid position with the major duties including all aspects of public works including rotating on-call duties. This employee is responsible for varied construction and maintenance tasks for city utilities, buildings, park grounds and facilities, works as a member of a crew on street, water and sewer projects; will work independently on selected jobs. While this position is currently budgeted to be 30 hours a week without benefits, it could become and perhaps hired as full-time if candidate has water treatment and water distribution training/certification/development plan to achieve certification.

SUPERVISION RECEIVED:

Work is performed under the supervision of the City Administrator.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this position but may occasionally provide leadership with volunteers doing park and other public service projects.

KEY PERFORMANCE AREAS:

Install, inspect, operate, maintain and repair water distribution and collection systems.

Produce and maintain technical records and documents as required in the course of work.

Troubleshoot and perform extensive preventive maintenance activities. Keep inventory of parts and supplies. Assigned to cleaning of city owned facilities and buildings.

Perform repairs and maintenance of equipment, facilities, and infrastructure of City. Provide support for public works, 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.

Monitor controls, mechanical, digital, electronic, and water systems and wastewater both visually and through computer monitoring systems. Analyze data and perform periodic and emergency inspections and tests of systems as necessary. Make adjustments to systems as necessary.

Work with water treatment and distribution systems. Read and install new water meters. Install, inspect, operate, maintain and repair water lines and install new water services.

Work with wastewater collections systems. Install, inspect, operate, maintain and repair storm drains, catch basins, pump stations, manholes and sewer lines.

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

Follow all safety rules and procedures for work areas.

Pick up and empty 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, and sprays to control insects and weeds.

Maintains playground equipment, benches, gates and fencing.

Performs minor plumbing and carpentry tasks.

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

Performs other related work as required.

EMPLOYMENT STANDARDS:

EDUCATIONAL REQUIREMENTS:

High school graduation or equivalency.

Progressive levels of water operations training and certifications expected as condition of hiring.

EXPERIENCE AND TRAINING:

Two years of experience in municipal utility 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. Experience and training with public water systems preferred. Bi-lingual preferred but not required.

KNOWLEDGE OF:

Public works infrastructures, such as collection, distribution, and treatment; building and grounds maintenance which includes landscaping practices and techniques; carpentry, plumbing, and mechanical knowledge; safety rules and precautions; the use and application of pesticides; safe use of vehicles, tools, materials and equipment required to perform duties. Knowledge of state mandated certifications for public utilities.

ABILITY TO:

Work independently with a minimum of 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.

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including pickup truck, backhoe, tamper, plate compactor, saws, pumps, mowers, propane, compressors, sanders, generators, common hand and power tools. Skill in use of detection devices, mobile radio, phone, personal computer, copy machines.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential key functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibrations. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES

Formal application, rating of education, and experience; oral interview and reference check. Must successfully complete screening examinations, job related tests as required, background checks, drug screen, employment physical and other processes as may be determined by the City.

SALARY RANGE: Dependent upon training, experience and agreed upon future professional development plan

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.