



# Utility Worker I

Performs manual and semi-skilled tasks in the maintenance of city parks, storm drains, streets, buildings and grounds, and the operation of public works structures and facilities. May provide support for water and waste water operations; does related work as required. Provides excellent customer service in all aspects of job performance.

## **DISTINGUISHING FEATURES OF THE CLASSIFICATION**

This is a part-time, seasonal position with the major duties primarily to serve as the public works employee for streets, parks, building maintenance, storm water system maintenance, and support for water and waste water operations. This employee is responsible for varied minor 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 working independently. This position does not include benefits and the probationary period is for 3 months for new hires.

## **SUPERVISION RECEIVED**

Work is performed under the supervision of the Public Works Supervisor, Public Works Lead, or other supervisor as designated by City Council.

## **SUPERVISION EXERCISED**

Supervision is not a responsibility of this position.

## **KEY PERFORMANCE AREAS**

- Effectively communicates orally and in written format with familiarity of basic computer applications such as email.
- Provide excellent customer service and courtesy to the general public. Maintains cooperative working relationships with City staff, the public, and other organizations.
- Understands and follows all safety rules, policies, and procedures for work areas.
- Understands and follows City policy for timekeeping and expenses.
- Performs basic troubleshooting, repairs, and maintenance of equipment, facilities, and infrastructure of City. Perform preventative maintenance such as cleaning solar panels and replacing air filters as directed.
- Perform brush cutting, sidearm mowing, and provide general grounds keeping. 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.
- Performs minor plumbing and carpentry tasks including painting if schedule or weather permits.
- Cleans and makes minor repairs in park and playground equipment, benches, gates, fencing. Cleans and provides general maintenance all equipment and vehicles.
- Performs street repair and maintenance including asphalt patching, grading, graveling, and digging and cleaning ditches.

- Performs trash pickup of all facilities, buildings and parks; cleans and sanitizes rest rooms; repairs vandalism damage.
- Assists with maintenance of irrigation systems including cleaning, repairing or replacing items and parts.
- Assists the water/sewer operator including cleaning/maintaining equipment, plants, lagoons, and other related assets.
- Performs other related work as required.

## **EMPLOYMENT STANDARDS**

### **EDUCATIONAL REQUIREMENTS:**

High school graduation or equivalency.

### **EXPERIENCE AND TRAINING:**

Demonstrated experience with building and 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 including basic HVAC preventative maintenance practices.
- Work-related safety practices, OSHA and environmental rules and regulations, particularly in regard to work in hazardous conditions such as pesticide application.
- Effective communication, customer service, and interpersonal skills. Ability to use ordinary conversational skills and courtesy to exchange routine information and provide routine assistance.

### **ABILITY TO:**

- Understand and follow simple oral and written instruction and to exchange routine information.
- Basic understanding of simple work processes, methods or equipment. Ability to learn job-related information and techniques.
- Learn required physical skills that must be performed in the course of regular work routines and can be learned on the job over a relatively short period of time.
- Ability to work in a team-oriented environment, but also work alone at a work-site, under supervisory direction while performing duties thoroughly and accurately, in accordance with Department policy.
- Ability to get along well with coworkers and maintain effective work relationships.
- Ability to use appropriate personal protective equipment.
- Work overtime and on weekends as needed.

### **SKILL IN:**

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

**OTHER REQUIREMENTS:**

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, pull, push, throw, balance, stoop, kneel, crouch or crawl and detect odors. The employee occasionally works in high, precarious places. Employee frequently lifts and/or moves up to 50 pounds and occasionally lifts and/or moves up to 100 pounds unassisted. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Employee will typically work a 30-hour work week from May 1st to November 1st and may be required to work overtime, particularly during construction season or adverse weather conditions.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the 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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts, and in motorized traffic situations, and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, raw sewage, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud. Employee will occasionally be required to wear protective equipment to perform duties. Employee physically manipulates large and heavy pieces of equipment, materials and/or tools. Employee may also be exposed to verbal abuse by the public.

**NECESSARY SPECIAL REQUIREMENTS:**

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

**PRE-EMPLOYMENT REQUIREMENTS:**

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

COMPENSATION TYPE:	Hourly
FLSA EXEMPTION STATUS:	Non-Exempt
DEPARTMENT:	Public Works
JOB TITLE:	Utility Worker I
REPORTS TO:	PW Supervisor or Designee