



PUBLIC WORKS – UTILITY WORKER I

GENERAL STATEMENT OF DUTIES

Under general supervision, performs a wide variety of journey-level duties supporting the operation of water and waste facilities including storm water; servicing, repair and maintenance of city parks, streets, buildings and grounds, and equipment; does related work as required. Provides excellent customer service in all aspects of job performance. This position does not require a CDL. On-the-job training is provided for water and waste water operator and a pay differential provided for water/waste water certifications obtained.

DISTINGUISHING FEATURES OF THE CLASSIFICATION

Utility Worker I is the entry-level class. Initially under direct supervision, incumbents learn and perform a variety of semi-skilled and skilled duties in the maintenance, repair, and operation of water treatment, waste water treatment facilities, water distribution and waste collection systems, and storm water along with city facilities that include parks, buildings, and streets. This position is alternately staffed with Utility Worker II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher-level class.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Performs basic operation of water and waste water treatment including routine tests and sampling.
- Assists with cleaning and routine maintenance of water and waste water facilities, equipment, and other related assets.
- Installs, tests, inspects, and replaces water meters; cleans and resets meter boxes; performs flow tests and pressure check on water at the meter box.
- Conducts inspections of water distribution, waste collection systems, and related facilities.
- Assists with locating and repair of leaks in water distribution mains, services, pumps, valves and related facilities.
- Locates and exercises small and large water main valves including fire hydrants and lagoon valves.
- Investigates customer's complaints regarding water bills; re-reads water meters in response to customer inquiries or complaints: identifies cause of excessive water consumption and recommends possible repairs.
- Performs skilled and semi-skilled work in the installation, repair, and maintenance of public works equipment, city buildings, fences, streets, and facilities including park structures.
- Perform brush cutting and mowing using power tools and tractors; provides general grounds keeping of city property including weed abatement, leaf blowing and trash pickup as required.
- Works from land maps, sketch, blueprints and work orders.
- Performs other related work as required.

EDUCATIONAL REQUIREMENTS

High school graduation or equivalency.

DESIRED MINIMUM QUALIFICATIONS

Experience with water treatment/distribution and/or waste treatment/collection, experience with facilities maintenance, or any satisfactory combination of experience and training that demonstrates the knowledge, skills and ability to perform the described duties.

KNOWLEDGE OF:

- Water and waste treatment fundamentals such as pH, alkalinity, and chlorination.
- Basic arithmetic such as adding, subtraction, multiplying, and dividing.

- Building and grounds maintenance including basic landscaping practices and techniques; carpentry, plumbing, and HVAC preventative maintenance practices.
- Safety practices in water/waste treatment operations and facilities maintenance.
- Effective communication, customer service, and interpersonal skills. Ability to use ordinary conversational skills and courtesy to exchange routine information and provide assistance.

ABILITY TO:

- Safely operate motor vehicles and equipment such as utility trucks and small tractors.
- Perform skilled tasks in the maintenance of water/waste systems and related facilities.
- Operate the tools and equipment common to construction and equipment maintenance.
- Follow and carry out oral and written instructions.
- Work from rough sketches, maps, blueprints, and diagrams.
- Use independent judgment and exercise initiative in daily work activities.
- To get along well with coworkers and maintain effective work relationships.
- Estimate necessary equipment and materials to complete work assignments.
- Deal effectively with the public and respond to complaints and inquiries.

SKILL IN:

- Use of vehicles, including small tractors, machinery, tools and equipment applicable to the position.

PHYSICAL AND MENTAL 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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

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 is frequently 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 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 40-hour work week. On call and/or overtime work may be required, particularly during the Fall/Winter lagoon discharge months and adverse weather conditions. Early start hours may be required during high heat days.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use basic math; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with public works staff, city officials, other organizations and the public. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals and both understands and applies principles to deescalate confrontational situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this class.

The employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally in motorized traffic situations, exposed to fumes or airborne particles, raw sewage, toxic or caustic chemicals, and risk of electrical shock. The noise level in some of the work environments loud. The employee will frequently be required to wear protective equipment to perform duties. Employee physically manipulates large and heavy pieces of equipment, materials, and/or tools.

NECESSARY SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid class C Oregon driver's license. This position is subject to the City's Drug and Alcohol Testing Policy per the employee handbook that includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

SPECIAL STATEMENT REGARDING PUBLIC WORKS EXPERIENCE

There is not "one job" that defines Public Works. Work experience can be obtained from a variety of skills including military, facilities maintenance, public/private swimming pool operation and maintenance, construction, manufacturing, plumbing, electrical, and mechanics. Successful Public Works employees come from all walks of life, are organized, not afraid of learning new skills, can work alone and in a team, know when and how to communicate, and have a strong desire for providing superior public service.

COMPENSATION TYPE:	Hourly
FLSA EXEMPTION STATUS:	Non-Exempt
POSITION FUNCTIONAL REQUIREMENTS DIVISION/DEPT:	Public Works
JOB TITLE:	Utility Worker I
REPORTS TO:	City Administrator