

### Utility Worker I/II

**PURPOSE OF POSITION:** Perform a variety of tasks involved in the maintenance and installation of utility services to the City, e.g. water system, streets, storm drainage, parks and buildings projects.

**ESSENTIAL JOB FUNCTIONS:**

Essential duties of the Utility Worker 1/II include but are not limited to the following:

- Responds to citizens' questions and comments in a courteous and timely manner
- Install and refresh painted pavement markings
- Locate and mark utility lines
- Install, repair, replace various street and regulatory signs, and barricades
- Inspects water services for compliance with established codes and/or damaged or worn parts, and makes repairs as necessary
- Installs new water services, including arranging traffic control, digging up and tapping mainline, setting service, backfilling, and other related duties
- Maintains and repairs fire hydrants, including performing annual maintenance, and replacing fire hydrants as necessary
- Perform general landscaping duties including lawn mowing, weed eating and parks cleanup
- Provides for the maintenance and repairs of City streets and roadways, including pothole repair, small paving jobs, repairing utility cuts as necessary
- Perform general facility maintenance tasks including cleaning, painting, repairs, and other maintenance.
- Clean and maintain storm drainage, catch basins and open ditches
- Install, repair and maintain water meters, services lines, mains, piping, valves, fire hydrants and other appurtenances.
- Inspect for water leaks, chlorinate and test lines on new water service hook-ups
- Prepare information regarding parts, labor and hook-up fees for new water services
- Operate heavy equipment and power tools in addition to manual tools
- Provides storm and emergency response to wind storms, snow and ice, flooding, and other emergencies, including removing trees, sanding roads, filling and distributing sand bags, and closing roads
- Maintains equipment and supplies, including monitoring equipment and supply levels to ensure an efficient inventory;
- Observes safe work methods and makes appropriate use of related safety equipment as required
- Operates and maintains equipment and trucks including backhoes, front-end loaders,

pickups, mowers, tractors and other equipment;

- Performs welding, fabrication, and mechanical repairs of related equipment and machinery as necessary
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Manage records and information in any format, in accordance with applicable statutes, regulations and City policy, guidance and records retention schedule
- Serves as “on call” personnel as assigned

### **JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** General knowledge of practices, procedures and safety precautions, in any of the following areas: construction and maintenance of road, water, storm drainage system, or the operation and maintenance of related equipment. The ability to resolve complaints in a satisfactory manner. Equivalent to high school and one year experience in directly related work, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**DESIRABLE REQUIREMENTS:** Previous experience within a Public Works Department. Possession of First Aid, CPR, commercial driver’s license and traffic safety control certifications.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of or the ability to secure a valid Oregon driver’s license, and traffic safety control certifications within 12 months of appointment. Obtain Water Distribution I Certificate within 2 years.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to stand, sit, bend, kneel, stoop, communicate, reach and manipulate objects, tools or controls. This position requires mobility in all types of terrain. Duties are physically demanding requiring the movement of materials weighing up to 70 pounds unassisted. Duties require regular use of hand tools, jackhammer, chainsaw, shovels, and operation of light and medium duty equipment. Activity and types of duties performed require sustained manual coordination and dexterity.

**WORKING CONDITIONS:** The majority of duties take place outside of buildings with exposure to all weather conditions and terrain on a year-round basis. Position performs 24-hour emergency response duties and may be subject to call-out after normal hours, and will be included in on call rotation for 1-week periods.