



Title: Utility Worker Series (Utility Worker I and II)
Department: Public Works
FLSA Status: Non-Exempt
Effective Date: November, 2023
Wage Range: \$46,800 - \$65,852 – Utility Worker I
\$48,880 - \$68,779 – Utility Worker II

CLASSIFICATION SUMMARY

This class is comprised of two levels: Utility Worker I and Utility Worker II. The first level in this class is the Utility Worker I who performs manual labor in assigned area(s). The Utility Worker II is the second level and is distinguished from the Utility Worker I in that under general supervision, the Utility Worker II performs multiple semi-skilled or skilled tasks requiring knowledge, experience, and training in support of a variety of public works areas and in support of other higher-level staff and/or in leading the work performed by or with the Utility Worker I.

The Utility Worker series serves in a position of public trust and service, as well as public scrutiny, and must conduct him/herself accordingly at all times.

SUPERVISION RECEIVED/REVIEW OF WORK

Works under the direction of the Public Works Director and under the general supervision of the Public Works Supervisor. The Public Works Director and Public Works Supervisor gives detailed, prioritized assigned duties. Supervisor review work by site inspections and other reviews of work to ensure work is performed according to established procedures, Federal, State, County and City regulations and ordinances – i.e. EPA, DEQ, OSHD, OSHA, etc.

SUPERVISION/LEAD WORK EXERCISED

Supervision of others is not a typical responsibility assigned to this position. May provide job-site supervision of unskilled summer help, or specific projects and training and orientation to newly assigned personnel.

ESSENTIAL FUNCTIONS - DUTIES AND RESPONSIBILITIES

The following duties are a representative sample of the level of responsibilities, but do not include all of the duties of a similar complexity and responsibility, which may be assigned, to a position in this class or for performing the activities related to a specific area.

General, may apply in all Public Works areas:

- Operate hand and power tools, light trucks, tractors, forklift, and loaders or other equipment for a specific area, such as mowers, spreaders, aerator, or baler.
- Perform routine maintenance of vehicles and power tools, including washing vehicles, as needed.
- Clean work areas.
- Maintain and repair buildings and grounds.

When assigned or related to Water:

- Install and repair water distribution systems
- Install water meters
- Install, maintain and clean vaults, pumps, and tanks

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITIONS, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION

- Test water for chlorine levels, and take other water quality tests
- Install and repair water lines or pipes
- Respond to calls reporting water leaks
- Read and record water meter readings
- Prepare and monitor accurate records and operate personal computers.

When assigned or related to Wastewater:

- Install and repair sewers.
- Check operation of wastewater pump stations.
- Read and record wastewater meter readings
- Prepare and maintain accurate records and operate personal computer
- Take water quality readings and measurements
- Respond to calls relating to wastewater such as breaks and pump failures

When assigned or related to Roads:

- Maintain and repair street pavement and emergency beach access.
- Install and/or paint pavement markings.
- Grade roads.
- Maintain road shoulders and right of way.
- Install and maintain traffic signs,
- Construct and repair sidewalks.
- Install and maintain storm drainage pipes and catch basins.
- Inspect and clean storm water outfalls.
- Set up traffic control and perform flagging functions.

AUXILIARY JOB FUNCTIONS:

- Set up and tear down materials and equipment for special events.
- Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

EDUCATION AND EXPERIENCE REQUIREMENTS

Utility Worker I

Graduation from high school or GED and 6 months experience performing general labor/manual work; good physical condition; and the ability to work with hand and power tools is required. Must be able to test and pass the current State of Oregon Certification of Competency, as Water Distribution I and Collections I after one (1) year of employment.

Utility Worker II

Graduation from high school or GED and 3 years' experience in public works maintenance or related construction. Must possess the current State of Oregon Certification of Competency as a Water Distribution I and Collections I and must be able to test and pass the current State of Oregon Certification of Competency, as Water Distribution II and Collections II after one (1) year of employment as a Utility Worker II.

SPECIAL REQUIREMENTS

- Capable of being bondable.

- Must be able to pass a background investigation.
- Possession of one or more of the following: Class I Water Treatment Certificate, Class II Water Distribution Certificate, Class II Wastewater Collection System Certificate, Class II Wastewater Treatment Certificate,
- Possession of one or more certifications: First Aid, AED, and CPR certification; Forklift Operator's Certificate and Erosion Control Certificate.
- Possession of or ability to obtain a valid Oregon driver's license. Must have a clean driving record.
- Some positions in this class may require additional licensing or special requirements pursuant to the needs or requirements of a specific area, such as a forklift operator's certificate, flagging certificate or other type of certificate.

KNOWLEDGE OF

Utility Worker I

- Knowledge of and experience with the use and operation of hand and power tools.
- Methods and techniques of performing manual labor.
- Knowledge and experience with safe work habits and practices.

Utility Worker II

- Knowledge and experience with the use and operation of hand and power tools and with a variety of vehicular and stationary mechanical equipment related to Public Work areas.
- Knowledge and experience in safety practices and principles related to operations and maintenance in Public Work areas.
- Basic understanding of the laws and regulations related to Public Work areas operations and maintenance, as applicable.
- Working knowledge of basic arithmetic and mathematics principles.
- Working knowledge of English grammar, spelling and usage.

SKILLS TO

Both Levels

- Perform heavy manual labor.
- Apply and practice safe work habits; perform duties and work in a manner to maximize public safety related to the assigned area.
- Operate a variety of vehicular and stationary mechanical equipment related to the area assigned in a safe and effective manner.
- Understand and follow oral and written instructions.
- Work independently or as a member of a work group.
- Provide appropriate explanations or respond to questions from the public.
- Work with the public and provide information in a courteous manner

Utility Worker I

- Perform manual labor in the maintenance, construction and repair work related to the assigned area.

Utility Worker II

- Perform semi-skilled or skilled maintenance, construction and repair work related to

- the assigned area.
- Read, write, and speak English; execute work orders and follow instructions.
- Interpret and apply established procedures, policies, and rules or regulations.
- Oversee and direct the work of a Utility Worker I, temporary or seasonal staff as needed.

ABILITIES TO

- Work independently with a minimum of supervision;
- Ability to use a keyboard and word processing, spreadsheet program or other application as required for the position.
- Ability to perform maintenance and repair to the City facilities.
- Use and operate hand tools, mechanical equipment, power tools, and other equipment that may be required for a specific area in a safe and efficient manner.
- Travel from jobsite to jobsite sitting in assigned vehicle or on equipment
- Ability to work a flexible schedule including evenings and weekends
- Ability to work as contributing member of a team, work productively, patiently, and cooperatively with other teams and external customers, and convey a positive image of the City and its services.
- Apply sound judgment and practical knowledge to respond to or resolve unusual or irregular problems.

DESIRABLE REQUIREMENTS

Utility Worker I

One year's experience in unskilled labor related to maintenance or light construction.

Utility Worker II

- Possession of one or more of the following: Class I Water Treatment Certificate, Class II Water Distribution Certificate, Class II Wastewater Collection System Certificate, Class II Wastewater Treatment Certificate, first aid and CPR card; Forklift Operator's Certificate and Erosion Control Certificate.

PHYSICAL DEMANDS OF JOB/POSITION

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 functions.

Strenuous physical work is required. May be required to work nights, evenings, weekends and/or holidays and subject to occasional call out after regular work hours. Required to stand, walk, twist or bend for extended periods of time and to work in all types of weather. Required to perform work above the ground, in trenches or in confined spaces or on irregular surfaces and to travel to or from various sites. Frequently required to handle heavy objects by pushing, pulling, carrying and lifting objects weighing up to 90 pounds. Occasionally requires handling or working with toxic/hazardous substances.

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, backhoe, tamper, plate compactor, saws, sewer and water pumps propane, compressors, sanders, generators, common hand and power tools, shovels,

snowplow and wrenches. Skill in use of detection devices, mobile radio, cell phone, personal computer, copy and fax machines.

WORK ENVIRONMENT/WORKING CONDITIONS

The work environment and working conditions described here are representative of those that are typical of the job and 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 functions.

Must be willing to respond to off-hours emergencies and to work weekends and holidays.

Tasks may risk exposure to adverse environmental conditions, such as dust, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and/or toxic/poisonous agents.