

JOB DESCRIPTION OF UTILITY MAINTENANCE WORKER

GENERAL STATEMENT OF DUTIES:

Performs a variety of skilled and semi-skilled tasks including the operation of equipment used in the construction and maintenance of streets, sewer, and various public buildings and facilities.

SUPERVISION RECEIVED:

Works under the direct supervision of the Public Works Supt. & Public Works Foreman

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Four general categories of work are involved in this classification:

1. General janitorial services for all city buildings, general maintenance and clean-up of City parks, road right-of-ways, and open ditches, including vegetation control in the City Park.
2. Spread rock, rake asphalt, grade unimproved roads, re-surface improved streets, maintain open ditch drainage system, place, maintain and replace street signage;
3. Take monthly meter readings, repair, replace, clean, and test water meters; assist in various duties connected with water system maintenance; install new water lines, maintain and repair old or broken main water lines, valves, fire hydrants, well pumps, and water reservoirs;
4. Aid in the installation of new sewer lateral and main lines, perform maintenance on old or broken lines, and overall maintenance to assure trouble-free system operation.

Operates all city equipment; performs routine maintenance and minor equipment repairs.

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of types common hand tools and standard equipment used in construction and maintenance work.

Ability to perform skilled and semi-skilled tasks without close supervision; carry out oral and/or written instructions; perform manual tasks involving physical strength and endurance, and to withstand exposure to variable weather conditions. Should have general mechanical aptitude; skill in the use of common hand tools and power equipment to which he or she is assigned.

RECRUITING REQUIREMENTS, EXPERIENCE AND TRAINING:

Some experience in performing varied manual and skilled tasks involving the use of standard hand tools and equipment; or any equivalent combination of experience and training. Must have a valid Oregon driver's license.

OBTAIN CERTIFICATION IN:

- * Water Distribution II
- * Wastewater Collection II
- * Wastewater Treatment I
- * Other Certifications May Be Required

HOURS OF WORK:

The work-week is 40 hours. Employees regularly work from 8 a.m. to 5 p.m., with 1 hour for lunch - Monday through Friday. Evening and late night shifts are occasionally required. Rotating weekend shifts are assigned to all public works staff. May be called out for emergencies at any time of the day or night.

NECESSARY PHYSICAL REQUIREMENTS:

Must be physically capable of working in adverse conditions such as open excavations and confined spaces; must be capable of dexterity, stooping, sitting, reaching above shoulder level. Must be able to work out of doors the majority of time regardless of weather conditions.

EDUCATIONAL REQUIREMENTS:

High School Diploma or GED.

ESSENTIAL SKILLS:

Knowledge of and skill in the use of tools needed in repair and maintenance of systems and equipment related to janitorial, water treatment/distribution, street repair and grounds-keeping.

PRE-EMPLOYMENT REQUIREMENTS:

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

COMPENSATION RANGE & BENEFITS:

\$28,987 - \$31,052 annually plus full benefit package.

COMPENSATION TYPE: Monthly

EXEMPTION STATUS: Non-Exempt

OTHER: Compensation dependent upon training, job-related educational background, licensing/certifications acquired, and level of supervisory responsibilities assigned.

SPECIAL WORKSITE CONDITIONS: Quite often works out of doors, regardless of weather conditions, encountering dust, mud and wastewater effluent.

Mental Aptitudes Table

Designated Function	% Time	Aptitude Level	
WRITING	5	2	Note: Percentages may exceed 100% because functions can be simultaneous
READING	10	2	
REASONING	25	1	
MATHEMATICS	5	2	
VERBAL	25	2	

Note: Acuities levels are: High = 1 Medium = 2 Low = 3

Basic Acuities

Designated Function	Acuity Level
VISION	1
HEARING	2
TOUCH	2
TASTE	3
SMELL	2

POSITION FUNCTIONAL REQUIREMENTS

Division/Dept: Public Works

Job Title: Utility Worker

Reports to: Public Works Superintendent

The functions and abilities to successful performance in this position include, but may not be limited to:

	N/A	Occasionally	Frequently	Constantly
Standing			X	
Bending			X	
Climbing		X		
Walking			X	
Other*			X	
Carrying lifting 10 lbs			X	
Carrying lifting 30 lbs			X	
Carrying lifting 60 lbs			X	
Operating Equipment			X	
Operating Motor Vehicle			X	

*e.g., pushing/pulling, manual dexterity, stooping, sitting, reaching above shoulder level, etc.