

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: UTILITY WORKER I

General Functions:

Performs a variety of manual, semi-skilled, and equipment operation tasks in the construction, maintenance and operation of city facilities. Operates heavy equipment on occasion.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. As a member of the street and sewer/storm division performs any of the following tasks for streets – participates in asphalt paving and patching, ditching and shouldering, striping, installation and repair of curbs, gutters, and storm drains, and plowing and sanding. Performs traffic control and flagging duties. For sewer – installs and cleans sewer mains and laterals, culverts, catch basins, and manholes; sewer line cleaning; vermin control. Operates light pick up and dump trucks, tractors, jackhammer, air compressor, flushers, truck and related light equipment. May be assigned to assist with specialized tasks such as painting and striping streets, curbs and parking areas as appropriate, and constructing, repairing and installing signs.
4. As a member of the water division assists with any of the following tasks; installs, repairs and replaces PRV, water mains, fire hydrants, valves, water meters (service), paints and cleans reservoirs and pump stations and mows adjacent areas, reads meters.
5. May operate heavy or specialized equipment in the construction and maintenance of water, street and sewer facilities. Equipment includes backhoe, tractor, front-end loader, dump truck, roller, snow plows, sanders, and other power equipment.

6. May assist in customer service calls.
7. May assist other divisions with specific projects and work assignments as requested.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education:

- i) Graduation from high school or completion of equivalent GED Certificate. One year of experience in public works or two (2) years of general construction work experience within the last five (5) years which included some operation of light to medium motorized equipment.

b) Training:

- i) Must have a valid Oregon Commercial Driver's License (CDL) Class B within six (6) months of appointment.

2) Supervision:

Received: Receives a moderate level of supervision from a higher classified Public Works employee when working as a crewmember. When assigned a specialized task receives detailed instructions and closer supervision.

Exercised: Supervision of other employees is not a normal responsibility of this position.

3) Communication:

Effective relationships must be maintained within the City between supervisors and co-workers. Relationships outside the City organization, as needed, include verbal communications with utility companies to acquire locate information.

Verbal contacts made with other City departments is with police and fire for traffic control, street closures, etc., and with streets, parks, and mechanics as needed often to coordinate personnel and equipment needs.

Verbal contact with the City's residents is frequent to explain what the City is doing.

4) Cognitive Functions:

Work is governed by Federal, State, County and City ordinances, rules, regulations, policies, procedures and guidelines.

This position is not responsible for the development of new policies, procedures, system, and methodologies. As requested, may provide assistance in developing new procedures, systems, and methodologies.

The consequences of an error in the normal course of work could result in health hazards, damage to public and private property and equipment and lawsuits due to careless equipment operation or failure to complete work appropriately.

5) Working Conditions:

Adverse working conditions include work around chemical sprays, work in raw sewage and inclement weather and requirement to lift heavy weight and do some heavy manual labor.

Work schedule is normal work hours while employees may be called back to work on an irregular basis for emergencies.

6) Resource Accountability:

Workers are held accountable for the proper maintenance and operation of equipment (i.e. trucks, back hoes, and flushers, etc.) that they are assigned to operate.

Records maintained may include logging into sewer time maintenance, storm sewer system, spraying and fuel records, and new construction, as built plans.

May commit City resources for minor projects. May not commit City resources for purchases.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer and requirements of the job change.