

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: UTILITY WORKER II – WATER DIVISION

Department: Public Works - Water

Employee Group: AFSCME

FTE Status: Full Time

FLSA Status: Non-Ex

Salary Grade: E

Date: January 2019

General Function:

Performs a variety of skilled manual and equipment operation tasks in the construction maintenance and operation of City roads, sewer, or water facilities. Operates heavy equipment on occasion. participates in unskilled or semi-skilled construction and maintenance work. May be specialized in one field of work such as painting, welding, carpentry, or heavy equipment operation.

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. As a member of the street and sewer division, performs any of the following tasks: for sewer – install, clean, and repair sewer mains and laterals, culverts, catch basins, and manholes; sewer line cleaning; vermin control; for streets participates in asphalt paving and patching, ditching and shouldering, striping, street cleaning, spraying/weed removal and mowing, guardrail and barricade installation, repair, and maintenance, installation and repair of curbs, gutters, and storm drains; plowing and sanding, utility cut repair. Performs traffic control and flagging duties. Operates light pick up and dump trucks, tractors, jack hammer, air compressor, flushers, trucks, and related light equipment. May be assigned specialized tasks such as painting and stripping streets, curbs and parking areas as appropriate; constructing, repairing and installing signs.
3. As a member of the water division, performs any of the following tasks: installs, repairs, maintains and replaces PRV's, water mains, fire hydrants, valves, water meters, service lines , may also do meter reading and

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telemetry; maintains reservoirs and pump stations; cross connection control/tests water; water leak detection utility locates, water quality sampling and flushing of the water system.

4. Operates 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.
5. Utilizes carpentry, painting, electrical, plumbing, welding, and cement finishing skills and tools. Does specialized work in carpentry, concrete curbs and sidewalks.
6. Assists in customer service calls, water shut-offs and turn-on of water services.
7. May be required to assist other divisions with specific projects or 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 the equivalent GED Certificate. For water crew, training in basic hydraulics is required.
- ii) Sign and markings certification desirable for street crew. Water crew work requires a Water Distribution I certification within one year. . Must have a valid Oregon Commercial Driver's License, Class "B" at time of appointment.

b) Training:

- i) Requires skill in working with and reading plans, blue prints and specifications.
- ii) Three (3) years of responsible experience in a variety of general maintenance and construction work with specialization in equipment and power tool operation; plumbing, electrical, carpentry, and, if on water crew, water distribution, journey level skills.

2) Supervision:

Received: Receives a moderate level of supervision from the Operations Supervisor who gives detailed, prioritized assigned duties. Supervisor reviews 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.

Exercised: Supervision of other employees is not a normal responsibility of this position. Employees in this classification may provide job-site supervision of unskilled summer help, or specific projects.

3) Communication:

Effective relationships between supervisors and co-workers must be maintained.

Verbal contacts made with other City departments is primarily as needed with police for traffic control, street closures, and debris in streets, etc., and with engineering to provide additional information in decision making. Contacts with street, parks, and mechanics are as needed often to coordinate personnel and equipment needs.

Relationships outside the City organization are maintained as needed and include vendors, regarding small purchases, contractors, regarding new construction, and utilities (PGE, Telephone Company, N.W. Natural Gas, Cable TV). All require verbal communication.

Verbal contacts with the City's residents when assisting with complaints and problems such as sewer blockage, street complaints, direction and check for water leaks, locate leaks and water lines, and check water pressure, etc.

4) Cognitive Functions:

Work is governed to large extent by Federal, State, County, and City rules, regulations and ordinances including but not limited to EPA, DEQ, OSHA, and OSHD.

This position is not normally responsible for the development of new policies, procedures, systems, 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.

Precedent is available for most problems encountered where past experience, manuals, and code enforcement policies govern procedures.

Most tasks are well defined and recurring while a variety of jobs require thoughtful solutions. Normal decision making includes making sure health hazards are not created and work is done in a safe manner that is the least disruptive to citizens.

5) Working Conditions:

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

Physical risks exposed to include work with and around equipment, driving in snow and ice, work in deep ditches, manholes, and high places, work around underground utilities and work in and around traffic all of which may cause physical injuries or illness.

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 (trucks, back hoes, and flushers, etc.) they are assigned to operate.

Records maintained may include: for water crew, assisting in inventory record keeping, back flow device test reports and water sample forms; for utilities crew, logging into sewer time maintenance, storm sewer system, spraying and fuel records, and new construction, as built plans.

May commit City resources for minor local purchases without higher approval.

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 needs of the employer and requirements of the job change.

Employee Signature

Date