

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: UTILITY WORKER III – ENVIRONMENTAL SERVICES DIVISION /
SEWER AND STORM

General Function:

Performs as a lead worker, supervising the work of a crew in a variety of tasks. Performs journey level skills in the construction, maintenance, and operation of sewer and storm facilities that includes performance of manual labor and exposure to variable weather conditions.

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. Receives instructions and work assignments from the Operations Supervisor and/or Public Works Divisional Manager. Is responsible for job site leadership of crew in absence of supervisors. Must explain tasks and procedures and assist employees in solving problems while ensuring quality control and compliance with safety regulations.
3. Evaluates the work performance and assignments of crew, as requested. Assists in the training and development of the crew as well as motivating employees to meet standards and schedules.
4. Performs same tasks as utility workers and may be assigned responsibility for specialized skills or special projects or programs.
5. Operates a variety of light and moderate heavy equipment such as graders, backhoes, tractors, high pressure hydro cleaners, dump trucks. May be required to operate specialized equipment.
6. Records and maintains information necessary to update maps, cleaning and TV inspection reports, and provides a daily log of maintenance activities and events for standard records and for insurance purposes as necessary.

7. Contacts and responds to citizen complaints and requests for assistance or information.
8. Operates a variety of sewer pumping stations and assists in the development and implementations of the emergency operations plan and the scheduling of necessary maintenance. Also responsible for the maintenance of ponds, open spaces, cleaning catch basins, pollution control, manholes, and other assigned duties within ESD.

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.
- ii) Requires eight (8) years of journey level experience in the operation and maintenance of sewer collection system and storm water system.
- iii) Must have a valid Oregon Commercial Driver's License, Class "B" at the time of appointment. Requires minimum level Class III State certification in sanitary sewer and storm collection system's operation.

b) Training:

- i) Some experience in working with plans, specification, and blue prints required.
- ii) Desirable to have basic knowledge of the other public works systems. Some experience in a supervisory capacity required. Must have skill in dealing with citizens and co-workers and ability to accept responsibility.
- iii) Requires skill in the operation and maintenance of heavy equipment, i.e. backhoes, dump trucks. Specialized skills required include pipe laying and testing and use of cleaning equipment. Requires ability to do heavy manual labor.

2) Supervision:

Received: Performs work highly independently once work assignments are received. Supervisor may oversee job site performance on a limited basis.

Exercised: Assists Operations Supervisor in the scheduling and assignment of work, training and performance appraisal of crew. On site supervision of the work product of crew members (up to six (6) utility workers) requires using independent judgment to ensure high quality work is completed on time.

3) Communication:

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

Relationships outside the City organization are maintained frequently with contractors working in the City and other utilities regarding their impact on city facilities and with other jurisdictions such as Tri-City Sewer District and WES (Water Environmental Services).

Contacts made with other departments include mainly other public works personnel to assist in emergency situations (i.e. Snow and ice problems), parks personnel occasionally for traffic control, engineering regarding design problems.

Contacts with the City's residents occur frequently regarding customer problems, quality of service, billings, weather related problems and emergency situations.

4) Cognitive Functions:

Work is governed extensively by appropriate DEQ, EPA, and OSHA, and State (i.e. highway, traffic safety, health, plumbing) and city ordinances, policies and rules and regulations as well as professional standards (i.e. AWWA, APWA).

May assist in the development of procedures, systems and methodologies at the request of the Director of Public Work.

Errors could adversely affect the health and safety of citizens resulting in property damage, personal injury or a lawsuit.

AWWA and APWA manuals plus past experience and common sense provides precedent for most problems.

Most day-to-day tasks are recurring but the varied facilities provide a need for innovation.

Decisions most often made in the course of work include those related to the performance of work in a safe and healthful manner for crew and citizens and in compliance with City standards.

5) Working Conditions:

Adverse working conditions include work in sewer systems and inclement weather especially in emergency weather condition, lifting sometimes heavy objects, and performing heavy manual labor.

On a regular basis physical risks exposed to may include raw sewage and chemicals, work around heavy equipment and utilities, and work in traffic and adverse locations (i.e. freeway bridges, ditches, streams, head walls, tanks, pump stations).

6) Resource Accountability:

Responsible for the equipment and the facilities that worker is assigned to operate and maintain.

Has normal business hours while receiving call backs for emergency weather conditions and sewer system failures.

Records maintained include daily activity reports, property damage information, occasionally, and updating maps, cleaning and TV inspection records. May maintain records for special projects assigned to a worker.

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.