

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: UTILITY WORKER III – TRANSPORTATION DIVISION

General Function:

Performs as a lead worker and may supervise the work of a crew performing in a variety of tasks at the journey level in construction, maintenance, and operation of the City's transportation system and facilities.

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. Receives instruction and work assignments from the Operations Supervisor. Is responsible for job site leadership of crew in absence of supervisors.
4. Evaluates the work performance and assignments of crew, as requested. Assists in the training and development of crew members.
5. Operates a variety of light and moderate heavy equipment such as graders, backhoes, tractors, dump trucks. May be required to operate specialized equipment, such as pavement grinders and crack sealing machine.
6. Records and maintains information necessary to update maps and performs computer data entry of daily log activities which may require compiling preliminary insurance claim information and immediately forwards information to the Operations Supervisor.
7. Contacts and responds to citizen complaints and requests for assistance or information.

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.

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- ii) Requires journeyman level skill in the operation and maintenance of heavy equipment, i.e. backhoes, dump trucks, etc.
- iii) May require Oregon State Highway Department certification for signs and markings and Oregon Department of Agricultural Pesticide Applicator License with public rights of way endorsement.
- iv) Requires ability to do heavy manual labor and a Class “B” level Oregon Commercial Driver’s license, with Tanker endorsement.

b) Training:

- i) Requires experience working with plans, specification, and blue prints and four years of journey level experience in the operation and maintenance of streets and related facilities.
- ii) Desirable to have general knowledge of the other public works operations. Demonstrable skill in carpentry and concrete as related to street and sidewalk maintenance. Experience in a supervisory capacity, desirable.
- iii) Specialized skills may be required depending on work assignment.

2) Supervision:

Received: Performs work highly independently. Work assignments are received from Operations Supervisor.

Exercised: Assists Operations Supervisor in the assignment of work, training, on site supervision and performance appraisals of crew members.

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.

Contacts made with other departments include public works personnel to assist in emergency situations (i.e. snow, ice, traffic or fire problems). May have contact with other agencies in the course of daily work assignments.

4) Cognitive Functions:

Work is governed extensively by appropriate OSHA, State (i.e. highway, traffic safety) 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 Operations Supervisor.

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

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.

5) Working Conditions:

Adverse working conditions include work in inclement weather especially in emergency weather condition, lifting and performing manual labor.

Physical risks exposed to may include chlorine and other chemicals, work around heavy equipment and utilities, and work in traffic and adverse locations (i.e. freeway bridges, ditches.)

Employee may be assigned, on a temporary basis, to work in another work group discipline, i.e. sewer, storm water, streets or vehicle maintenance.

Has normal business hours. May receive call back for emergency conditions.

6) Resource Accountability:

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

Records maintained include daily activity reports, property damage information to be given to Operations Supervisor for risk management, updating maps, and spray and storm maintenance records. May maintain records for special projects assigned to a worker.

May commit City resources for purchases with two (2) signatures required and the consent of the Operations Supervisor and/or the Operations Manager.

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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.