



## CITY OF MAUPIN

### Job Description

**March 21, 2018**

**Job Title:** Utility Worker

**Department:** Public Works

**Reports To:** Public Works Foreman

**Salary Range:** (\$30,000 - \$45,000) (\$14.42/hr- \$21.63/hr)

#### **General Statement of Duties**

Perform a variety of analyses, adjustments, and maintenance tasks to operate and maintain systems, buildings, and structures, including streets, parks, storm drains, and water systems in compliance with governing jurisdictions and to maximize the safe and efficient operation of City infrastructure.

#### **Supervision Received**

Works under the daily direction of the Public Works Foreman. Policies, procedures and legal requirements dictate most aspects of the work of the position.

#### **Supervision Exercised**

Supervision is not normally a responsibility of this position but duties may occasionally include lead-worker responsibilities.

#### **Essential Duties and Responsibilities**

Included, but not exclusively limited to, are the following. Other duties may be assigned.

1. Install, inspect, operate, maintain and repair water distribution and collection systems.
2. Produce and maintain technical records and documents as required in the course of work.
3. Troubleshoot and perform extensive preventive maintenance activities, maintaining city equipment and vehicles.
4. Keep inventory of tools, parts and supplies.
5. Performs and assists repairs and maintenance of all facilities, parks and infrastructure of City assets in General.
6. Operate heavy equipment, including backhoe, dump truck, sewer maintenance truck, street sweeper and assist in boom truck operations. Operate light equipment such as

mowers, chain saws, jack hammers and other power and hand tools as incidental to regular duties or as directed for projects.

7. Perform brush cutting, lawn mowing, tree and hedge trimming and other grounds keeping tasks, including the proper application of insecticides and herbicides.
8. Monitor controls, mechanical, digital, electronic systems within the water and wastewater monitoring systems. Analyze data and perform periodic and emergency inspections and tests of systems as necessary. Make adjustments to systems as necessary per the systems DRC (Direct Responsible in Charge).
9. Work with water treatment and distribution systems. Read and install new water meters. Install inspect, operate, maintain and repair water lines and install new water services.
10. Work with wastewater collections systems. Install, inspect, operate, maintain and repair storm drains, catch basins, pump stations, manholes and sewer lines.
11. Apply biosolids to permitted fields in conformance to biosolids management plan.
12. Assume “on call” duties and routine water and sewer operational responsibility on weekend duty or as directed.
13. Maintain cooperative working relationship with City staff, other organizations, and the public.
14. Follow all safety rules and procedures for work areas.

### **Auxiliary Job Functions**

1. May provide assistance to other department personnel as workload and staffing levels dictate.
2. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility
3. Maintain work areas in a clean and orderly manner.

### **Job Qualification Requirements**

Mandatory Requirements: Knowledge of mechanical trades, including digital and computerized controls, device testing, mechanical, and water collection, distribution and treatment systems. Knowledge of English language, reading, writing, and mathematics. Knowledge of computer systems related to operation of public works equipment. Knowledge of laboratory analysis, pump mechanics, hydrology, and heavy equipment operation. Ability to communicate effectively using both verbal and written forms. High School diploma or G.E.D. and experience which demonstrates the required knowledge, skills, and abilities to perform the above duties.

### **Certification and Licenses Required**

1. Class I Collection Certificate
2. Class I Distribution Certificate
3. CPR certification
4. Valid Oregon Driver’s License

The ability to obtain within one year or reasonable time period as deemed by Operations Manager. Additional licensing maybe required to comply with changing local, state, and federal regulation changes.

Note: All required licenses and certifications must remain in force during the term of the employment.

Desirable Requirements: Ability to work independently, using initiative and judgment in completing tasks. Experience in establishing and maintaining records, reports, and statistical data.

### **Levels of Physical Activity and Working Conditions**

Most duties are performed under usual office working conditions. Field work involving construction or inspection may expose incumbent to all types of weather conditions, dirt, oil, chemicals and noise and may require hearing/eye protective devices. Work schedule may include evening hours, holidays and weekends. Work in confined spaces may also be required. Periodic lifting of 70-100 lbs. may be required.

- **Employees are required to follow pre-employment physical, drug screening, and back ground check per City Employee Handbook policies and procedures both prior to and during employment with the City of Maupin.**