



DATE: April 2014
DEPARTMENT: Public Works
JOB TITLE: Utility Maintenance Worker
UNION: AFSCME-General

PURPOSE OF POSITION

Serves the community by performing a variety of maintenance work and operates a variety of equipment in the construction, operation, repair, maintenance and replacement of municipal water, wastewater, street, storm water drainage, park, and municipal facilities and systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs all duties in conformance with appropriate safety and security standards.
- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, manhole and line cleaning, main and pipe repair, pipe installation and backfilling.
- Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipes, gates and fittings in repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains.
- Determines the locations of water, wastewater, and storm water lines from the appropriate sources prior to excavation.
- Inspects and/or repairs meters, streets, drainage systems and wastewater system at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; takes appropriate action to correct.
- Contacts residents and business owners in area where services will be discontinued and explains when service will be shut off and how soon it will be turned back on.
- Insures the proper maintenance of equipment and tools by cleaning and checking tools after use.
- Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.
- Performs meter reading; street sign installation and maintenance; painting of buildings, equipment, and streets; landscaping; building maintenance and other tasks as assigned.
- Performs routine inspection and preventative maintenance on equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Operates all power construction and maintenance equipment used in the water, wastewater, storm water, parks and street departments.

AUXILIARY JOB FUNCTIONS

- Maintains a variety of records relating to inspections, maintenance activities, water supply, inventory, meter installations and customer service.
- Serves on various employee or other committees as assigned. May occasionally work with and supervise other utility maintenance workers, seasonal, part-time employees and volunteers.
- May be required to serve as emergency responder during specified time periods.
- Performs other duties as directed by Director of Public Works and/or Operations Supervisor.
- Maintains proficiency by attending training sessions and/or meetings.
- May serve as water and wastewater operator on weekends and as needed.

JOB QUALIFICATION REQUIREMENTS

- High School diploma or GED.
- Knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction and repair activities.
- Skilled in operation of tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with other employees, departments and the public; ability to understand and carry out written and oral instructions.
- Valid Oregon state driver's license at time of hire and Class A CDL or ability to obtain one within 3 months of hire.

PHYSICAL DEMANDS OF POSITION

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, bend, kneel, stoop, reach, manipulate objects, hear, and communicate. The position requires mobility. The employee is occasionally required to walk, sit, climb or balance, crouch or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SUPERVISORY RESPONSIBILITIES

May serve as lead worker over seasonal, part-time, and volunteer workers.

SUPERVISION RECEIVED

Works under the general supervision of the Operations Supervisor.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and background investigation; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job 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.

Revision History: 12/8/1999; 11/8/2012; 4/28/2014