

JOB DESCRIPTION: UTILITY WORKER

Department: Public Works	FLSA: Non-Exempt
Reports to: Public Works Director	Representation: AFSCME Union
Pay: \$20.94 - \$35.06	Date Revised: February 3, 2023

Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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 may be changed by the employer at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or, create a direct safety threat to the individual, or others.

EDUCATION, CERTIFICATION, & EXPERIENCE:

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

- **Education:** High school diploma or GED or equivalent experience.
- **Experience:** One or more years' experience in general maintenance, construction or public utilities or equivalent education and experience.

MINIMUM REQUIREMENTS for Utility Worker:

- Must be able to successfully complete a drug test.
- Must be able to lift 50 lbs
- Must possess and maintain a valid Oregon driver's license, and a Class A CDL with Tanker endorsement with no restrictions or have the ability to do so within six (6) months of hire. (CDL preferred)
- Ability to be available 24/7
- Ability to work in all climates and conditions
- Possess experience operating light to heavy equipment.
- Possess experience operating all types of landscape and mowing equipment
- Possess knowledge of mechanical and hydraulic principals
- Possess knowledge and experience with building and facility maintenance and repair
- Possess knowledge of basic computer skills including Microsoft Excel.
- Possess knowledge of and experience with vehicle / equipment maintenance and repair in commercial environments
- Knowledge, skills, abilities, certification, and experience requirements listed are minimum standards. Other equivalent combinations of knowledge, skills, certifications, and experience may be considered.

SPECIAL REQUIREMENTS AND CERTIFICATIONS:

Utility Worker I

- Must meet and maintain all minimum qualifications for Utility Worker, and:
- Ability to obtain Traffic Flagger Certification within twelve (12) months of hire date.

- Ability to successfully complete OR-OSHA qualified Confined Space training within twelve (12) months of hire date.
- Ability to successfully complete OR-OSHA qualified Lockout/Tag-out procedures within twelve (12) months of hire date.
- Ability to successfully complete Forklift certification within twelve (12) months of hire.
- Ability to successfully complete Competent Person training within twelve (12) months of hire.
- Must possess or be able to obtain within three (3) years of hire date, an Oregon Water Distribution Level I certification.
- Must possess or be able to obtain within three (3) years of hire date, an Oregon Wastewater Collection Level I certification.
- Ability to successfully complete Cross Connection control specialist within (3) years of hire date.

Utility Worker II

- Must meet and maintain all qualifications for Utility Worker and Utility Worker I, and:
- Must have and maintain a Traffic Flagger Certification.
- Must have and maintain OR-OSHA qualified Confined Space training.
- Must have and maintain OR-OSHA qualified Lockout/Tag-out procedures.
- Must have and maintain Forklift certification.
- Must possess Oregon Water Distribution Level II certification or must possess Oregon Wastewater Collection Level II certification.
- Must have and maintain Cross Connection Control Specialist certification.
- Must have and maintain Competent Person training.

Utility Worker III

- Must meet and maintain all qualifications for Utility Worker, Utility Worker I, and Utility Worker II and:
- Must possess Oregon Water Distribution Level III certification or must possess Oregon Wastewater Collection Level III certification.

GENERAL POSITION SUMMARY:

Performs skilled and semi-skilled duties related to building, operation and repair of storm water, streets, wastewater and water distribution and collection systems, parks and grounds maintenance, and operation of park maintenance equipment. Uses hand tools, power tools and other construction landscaping equipment including operation of light, medium & heavy equipment.

ESSENTIAL FUNCTIONS:

Unless specifically identified as a "Non-Essential Job Function," the information included in this Utility Worker description, and any referenced supplemental documents, is considered an "Essential Job Function." Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position. The following information is not all-inclusive.

TASKS, TOOLS & TECHNOLOGY:

Tasks

Demonstrates safe working practices utilizing all safety equipment provided by the city such as, but not limited to: confined space entry, traffic control devices and trench wall shoring equipment. Equipment may include body protection safety equipment for handling hazardous chemicals, metal welding protection, rotating equipment guards, gloves, gowns, eye and face shields.

Perform pavement cutting, and removal; asphalt installation and repair; concrete pouring and finishing; utility ditch digging and cleaning; construction of manholes and catch basins; cleaning of wastewater, storm and water mains; pipe repair; installation and backfilling cutting, fitting, installation and repairing of water mains. installing taps, service lines and meters; installation of fire hydrants and valves.

Follows all safety rules and procedures and contribute to the safety of co-workers and the general public.

Performs maintenance and cleaning of work areas, offices, floors, counters, windows, and restrooms.

Performs routine interior and exterior maintenance including painting, minor plumbing, and electrical repairs, and carpentry.

Performs landscape construction and maintenance, including: mowing, watering, weeding, pruning, and trimming of lawns, plants and trees.

Operates all types of mowers.

Responsibly applies herbicides, pesticides and fertilizers under general supervision.

Performs routine maintenance on tools, vehicles and equipment. Maintains all appropriate records.

Reads and records customer's water meter usage levels.

Repairs water line leaks, breaks and meters.

Inspects, cleans, replaces, and repairs wastewater and water lines, drainage culverts and catch basins.

Removes snow and ice, sands roadways and plows as necessary.

Maintains and repairs streets including cleaning and repair of sidewalks, curbs, gutters, road signs, and street surfaces.

Assists other personnel within the department as workload and staffing levels dictate.

Interacts effectively to problem solve and work with citizens, community groups and/or contractors. Maintains a friendly, positive attitude with all public contacts.

Participates as an active Public Works Department team member by contributing to program development and organization planning.

Performs responsibilities in a manner that clearly shows effective communication and cooperation and that promotes open exchange of information, respect, high ethical standards, and professionalism.

Perform Treatment Plant operational duties in special situations as requested by the Public Works Director.

Maintains work areas in a clean and orderly manner.

Follow all OSHA and City safety rules and procedures for work areas.

Other duties as assigned by the Public Works Director.

Tools:

- Backhoe
- Blowers
- Chippers
- Desktop and notebook computers
- Digital camcorders or video cameras — Pipe inspection video equipment
- Drain or pipe cleaning equipment — Pipe cleaning equipment
- Drilling machines — Drill presses
- Dump trucks—Heavy dump trucks, single axle dump trucks, tandem axle dump trucks
- Edgers
- Excavator
- Forklift
- Front end loaders
- Hammers — Ball peen hammers, claw hammers, sledgehammers
- Handheld meter reading devices
- Hoists — Chain hoists, hi-los, power hoists
- Hydraulic pumps
- Land drilling rigs — Churn drills, vertical drills
- Levels — Automatic levels, carpenters' levels, torpedo levels
- Lift stations
- Manlift or personnel lift
- Manhole covers
- Pipe or tube cutters — Pipe cutters
- Pneumatic hammer — Air chisels, jackhammers, pneumatic hammers
- Power saws — Circular saws, reciprocating saws, saber saws, chainsaws, concrete saws
- Pavement roller
- Safety protective equipment
- Screwdrivers — Phillips screwdrivers, flathead screwdrivers
- Scrubbing and street sweeping machines — Mechanical sweepers, multipurpose vacuum catch basin cleaners, street sweepers
- Skid steer loaders — Skid steer machines, skip loaders

- Sprayers
- Stump grinders
- Track Hoe
- Vac Truck
- Vehicle Lifts
- Water trucks — Road watering equipment, tankers
- Welding tools — Welding equipment

Technology

- Safety data sheets SDS software
- Database user interface and query software
- Document management software
- Microsoft Office software, Word, Excel, PowerPoint
- GIS Software

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Mechanical — Knowledge of machines, vehicles, trucks and tools, including their designs, uses, repair, and maintenance.

Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of buildings, or other structures such as highways and roads.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Physics — Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes.

Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Biology — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Organizational Skills- Ability to organize, file and maintain accurate records.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming. To perform this job successfully, an individual should have the ability to operate a personal computer, knowledge of database, spreadsheet and scheduling software; GIS software; Experience with Internet usage and with e-mail.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Coordination – Adjusting actions in relation to others' actions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Equipment Maintenance & Repair — Perform routine maintenance and repair on equipment as needed or directed.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Manual Labor – Knowledge of basic carpentry, painting, electrical, plumbing and equipment; methods, materials, tools, and equipment used in construction and landscaping maintenance.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Operation and Control — Controlling operations of equipment or systems.

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Repairing — Repairing machines or systems using the needed tools.

Speaking — Talking to others to convey information effectively.

Time Management — Managing one's own time and the time of others.

Troubleshooting — Determining causes of operating errors and deciding what to do about it.

Vehicle Maintenance & Repair — Perform routine maintenance and repair on vehicles as needed or directed.

Abilities:

Adaptability – Adapts to changes in the work environment; manages competing demands; able to deal with frequent change or unexpected events; changes approach or method to best fit the situation.

Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Attendance & Punctuality – Consistently at work and on-time; arrives at meetings and appointments on time.

Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.

Control Precision – The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

Cost Consciousness – Works within the approved budget; conserves organizational resources; develops and implements cost saving measures.

Crisis Management – Able to maintain calm in non-standard situations; recognizes what is most suitable in a given situation; exhibits decisiveness and responsibility; knows when to consult and involve others.

Customer Service – Manages difficult or emotional customer situations; understands and applies the principles of quality customer service; responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Delegation – Delegates work assignments when necessary; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.

Dependability – Follows instructions and responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Diversity – Shows respect and sensitivity for cultural differences; promotes and supports a harassment-free environment.

Ethics – Treats people with respect; inspires the trust of others; works ethically and with integrity; upholds organizational values.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Initiative – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for help when needed.

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; maintains confidentiality; actively listens to others without interrupting; conveys a positive image of the City and its services; keeps emotions under control; remains open to others' ideas and tries new things.

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Learning – Ability to acquire new skills, knowledge, and abilities through education and training to keep pace with the changing technologies, tools, skills, knowledge, and abilities required to complete assigned work.

Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others

Manual dexterity – The ability to quickly move your hand, ability to move your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects. Ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position. Ability to coordinate two or more limbs while sitting, standing or laying down.

Mechanical aptitude – Possesses the capacity to apply simple mechanical and physical principles.

Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.

Oral Communication – Speaks clearly and persuasively; listens and gets clarification; responds well to questions; participates in meetings; demonstrates group presentation skills.

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; uses time resources efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Problem Sensitivity — The ability to identify differences between the actual situation and the desired situation. This involves identifying existing problems or any possible indicators or hazards that could potentially cause a problem.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; uses reason even when dealing with emotional topics; works well in group problem solving situations.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of status or position; inspires respect and trust; accepts responsibility for own actions; follows through on commitments.

Project Management – Assists the Public Works Director in the management of Public Works projects; communicates changes and progress; completes tasks on time and within budget.

Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security – Observes, and ensures others observe, safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses, and ensures other staff use, equipment and materials properly.

Speech Clarity — The ability to speak clearly so others can understand you.

Speech Recognition — The ability to identify and understand the speech of another person.

Strategic Thinking – Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; identifies external threats and opportunities; adapts strategy to changing conditions.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Technical Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.

Vision – ability to see details at close range and at a distance.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Written Expression — The ability to communicate information and ideas in writing so others will understand.

Work Standards:

- Regular attendance and punctuality
- Speak and act truthfully
- Conduct oneself with integrity, morality, character and trustworthiness
- Exhibit self-control
- Detail-oriented
- Thorough when completing work tasks
- Accept constructive criticism
- Calmly and effectively process high stress situations
- Reliable, responsible and dependable
- Willingness to take on responsibilities and challenges
- Promotes good housekeeping and cleanliness
- Must wear personal protective equipment (PPE), such as hi-visibility clothing, safety shoes, gloves, hearing and eye protection, hard hats and or life jackets

WORKING CONDITIONS

The City of Scappoose is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Scappoose will make reasonable efforts to accommodate a qualified applicant or employee with a known disability,

unless such accommodation creates an undue hardship on the City's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact your immediate supervisor.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as the Utility Worker. Detailed information may be available in a supplemental document.

Work locations are both office environment and outdoor environment. While working outdoors employee will be exposed to varying temperatures from 0 to over 100 degrees, including rainy, windy, snowy or icy conditions. Work involves exposure to construction sites and related hazards, pollens, chemicals, paints, dirt, oil, grease, fumes, contaminants and hazardous equipment. pollen etc. While working in the office, the noise level in the office work area is typical of most office environments with telephones, personal interruptions, and background noises. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. Incumbent may be required to sit/stand for extended periods while performing various duties.

WORK SCHEDULE:

Typical hours are 7:00 a.m. to 4:00 p.m. Hours may vary, and the position is subject to overtime based on organizational need, weather and disaster.

As a Utility Worker you are considered essential personnel. This means that in the event City offices are closed due to inclement weather, etc., you are still required to report to work for your scheduled shift, as well as any overtime or extra hours required, which could include weekday nights and weekends.

Must be able to respond to a 24/7 operation, in case of an emergency, during weekday nights and weekends.

Work hours and workdays will be assigned by the Public Works Director.

NON-ESSENTIAL JOB FUNCTIONS

Other duties as assigned.

Cooperate and assist with special City or community functions as requested.

May back up other City employees and City departments.