



JOB DESCRIPTION

Title:	Utility Worker I/II	Status:	Full-Time
Department	Public Works	Pay Grade:	UWA - UWG
Reports To:	Public Works Director	FLSA Status:	Non-Exempt

POSITION SUMMARY

This position performs skilled labor and equipment operation to assist with the function and maintenance of water and sewer systems, streets, right of way, cemetery, snow removal, and other department assignments.

This position has two (2) levels for career progression. Advancement is distinguished by the requirement to hold specific certifications, which will also result in additional assigned technical responsibilities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

When performing in the water distribution system

1. Inspects water services for compliance with established codes and/or damaged or worn parts, and makes repairs as necessary, including well-sites and pump stations.
2. Repairs transmission and distribution water mains, including installing parts as necessary.
3. Installs, repairs, and replaces water services and fire hydrants, including installing parts and fittings, scheduled maintenance, and repairs.
4. Performs visual checks of meter conditions and connections to ensure efficient operations; reports damaged or non-functioning meters.
5. Reads water meters; installs, repairs, or replaces meters as necessary to ensure efficient operation; replaces and maintains meter boxes and lid covers; investigates leaks and reports malfunctions; completes orders for meter repairs.
6. Turns water on or off, locking and unlocking meters, and delivering notice as assigned.
7. Performs location and marking for all city-owned utilities; retrieves data; maintains accurate records and files; assists contractors and other city staff as required.

When performing in wastewater collections/treatment

1. Maintains wastewater lines to ensure continuous flow of city wastewater collection system.
2. Installs, maintains, and repairs wastewater mains and laterals.

3. Operates and maintains the City's closed-circuit television system and monitoring equipment.
4. Installs and maintains wastewater manholes; makes minor repairs as directed.
5. Inspects wastewater lines and manholes/clean outs to ensure compliance with established codes.
6. Maintains the City's wastewater collection system in a safe and sanitary manner to ensure safe conditions for the city, including repairing broken wastewater mains and parts, and hydro-cleaning and rodding to ensure clean and open distribution.
7. Installs new wastewater/storm laterals and mains.
8. Transports contaminated soils and raw sewage to designated areas for proper disposal.
9. Performs asphalt and concrete repair and patch work; removes trees, brush, and debris from right-of-way areas to access sewer main lines and laterals.
10. Generates, reads, and interprets inspection reports and updates maintenance database as required.

When performing in streets/cemetery

1. Performs snow/ice removal of city streets, sidewalks, and facilities.
2. Performs maintenance and repairs to streets and roadways, including shoveling and spreading asphalt in patching, repairing, and reconstructing streets.
3. Installs, maintains, and repairs, traffic signs and signposts in accordance with city, state, and federal codes.
4. Performs maintenance of drainage structures, such as catch basins, storm drains, and outfalls, to ensure efficient drainage.
5. Assists in code enforcement.
6. Performs groundskeeping and maintenance and assists in burial plot preparation.

When performing in every capacity

1. Adheres to all City safety regulations. Safely operates assigned equipment, machinery, and tools for maintenance and construction related operations.
2. Cleans, lubricates, and performs preventive maintenance or repair on equipment.
3. Completes work orders, daily activity reports, inspection reports, and time sheets; maintains maintenance and service records/logs, and other pertinent information.
4. Reports to work for after hour needs, as assigned and scheduled.
5. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

Utility Worker I

- High School diploma or equivalent.
- Previous experience in heavy equipment operation or utility maintenance preferred.
- Must have Valid Driver's License upon hire.
- Water Distribution – Level 1 certification preferred upon hire.
- Wastewater Collections – Level 1 certification preferred upon hire.
- Wastewater Treatment – Level 1 certification preferred upon hire.

All Level 1 certifications are encouraged for Utility Worker I and must attain to advance to Utility Worker II.

Utility Worker II

In order to advance, the employee must have successfully completed the following:

- All requirements of Utility Worker I
- Water Distribution – Level 1 certification
- Wastewater Collections – Level 1 certification
- Wastewater Treatment – Level 1 certification
- A Level 2 certification in Water Distribution, Wastewater Collection, Wastewater Treatment, or Cross Connection Certification.
- All remaining Level 2 certifications are preferred upon hire.

PREFERRED QUALIFICATIONS

- Backflow testing certification.
- Class B CDL.

KNOWLEDGE SKILLS ABILITIES

- Knowledge of the maintenance, repair, and installation of equipment in collection and distribution systems.
- Knowledge of traffic safety principles.
- Knowledge of safe operations of trucks and equipment.
- Knowledge of basic mechanical and electrical equipment maintenance procedures.
- Knowledge of computer software including word processing, spreadsheet, and database applications consistent for this position.
- Knowledge of operation and maintenance of assigned equipment and machinery.
- Ability and skill to drive and operate mobile equipment in a safe and proper manner.
- Skill in reading and understanding schematics and blueprints.
- Skill in the use of a variety of test equipment and specialized hand and power tools.
- Skill in organizational and time management in prioritizing duties to accomplish a high volume of work product while adapting to constant changes in priorities.
- Ability to understand and follow oral and written instructions.
- Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and federal, state, and local regulations.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to prepare and maintain accurate, concise records and reports consistent with the position.
- Ability to communicate clearly, efficiently, and effectively in English with staff, administration, and the public in both written and verbal form.
- Ability to define problems, exercise sound judgment, and address a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain professionalism at all times.
- Ability to maintain confidentiality.
- Ability to work as a member of a team.
- Ability to establish and maintain effective working relationships with others.

- Ability to perform mathematical calculations required for this position.
- Ability to prioritize and maintain a high level of ethical behavior in the workplace.
- Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends, and holidays due to adverse weather conditions, construction projects, or other emergency services.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Duties are performed daily both indoors and outdoors under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, and exhaust fumes.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. 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.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature Date

Employee Printed Name