



L A P I N E

O R E G O N

CITY OF LA PINE  
UTILITY WORKER II JOB DESCRIPTION

**POSITION:** Utility Worker II

**EMPLOYMENT STATUS:** At will and non-exempt employee, 1.0 full-time equivalent. This is not a supervisory position.

**GENERAL STATEMENT OF DUTIES:** Serves as an employee of the public works department that includes all infrastructures inside the City such as, drinking water system, waste water treatment and collection system, roads, right of way, storm drainage, sidewalks and street lighting. A significant area of work will be in the sewer and water portions of the public works department that includes turn on and shut off notices to customers, meter reading and general duties associated with a municipal utility. This position is further distinguished from the Utility Worker I by the requirement to hold specific certifications, also assisting the Public Works Lead and Public Works Manager with technical and functional direction of the department.

**SUPERVISION RECEIVED:** Works under the general supervision and direction of the Public Works Lead and Public Works Manager. Performs other duties as assigned by the City Manager. May provide technical and functional direction over volunteers and seasonal staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**General Duties & Responsibilities**

***When performing in the water distribution system:***

- 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.
- Repairs transmission and distribution water mains, including installing parts as necessary.
- Installs, repairs, and replaces water services and fire hydrants, including installing parts and fittings and performing scheduled maintenance and making any repairs.
- Performs visual checks of meter conditions and connections to ensure efficient operations; reports damaged or non- functioning meters.
- 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.
- Assists the Utility Billing Division by reading meters, turning water on or off, locking and unlocking meters, and delivering notices.
- Performs location and marking for all city-owned utilities; retrieves data; maintains accurate records and files; assists contractors and other city staff as required.
- Part of the 24 Hour Emergency Response On-Call rotation. Able to respond to after-hours

calls and emergencies.

➤ ***When performing in wastewater collections/treatment***

- Maintains wastewater lines to ensure continuous flow of city wastewater collection system.
- Installs, maintains, and repairs wastewater mains and laterals.
- Operates and maintains the city's closed circuit television system and equipment used to monitor and prevent problems in the wastewater system.
- Installs and maintains wastewater manholes; makes minor repairs as directed.
- Inspects wastewater lines and manholes/clean outs to ensure compliance with established codes.
- 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.
- Installs new wastewater/storm laterals and mains.
- Transports contaminated soils and raw sewage to designated areas for proper disposal.
- Performs asphalt and concrete repair and patch work; removes trees, brush, and debris from right-of-ways to access sewer main lines and laterals.
- Generates, reads, and interprets inspection reports and updates maintenance database as required.
- Part of the 24 Hour Emergency Response On-Call rotation. Able to respond to after-hours calls and emergencies.

***When performing in street maintenance/cemetery***

- Performs snow/ice removal of city streets, sidewalks, and facilities
- Performs maintenance and repairs to city streets and roadways, including shoveling and spreading asphalt in patching, repairing, and reconstructing streets.
- Installs, maintains, and repairs, traffic signs, including making signs, and installing sign posts and signs in accordance with city, state, and federal codes.
- Performs a variety of duties in the maintenance of drainage structures, such as catch basins, storm drains, and outfalls, to ensure efficient drainage.
- Maintains city streets, right of ways, and alleys to ensure safe and efficient access for the public.
- Assists in code enforcement.
- Performs maintenance and assists in burials at City Cemetery.

**4. Professional Development**

Attends seminars and workshops related to the operational responsibilities of this position at the discretion of the Public Works Manager. Maintain all required licenses or those required to be obtained by a regulatory change within one year.

**5. Compensation and Benefits**

Compensation and benefits are based on employment status (see employee handbook). This position is reviewed annually.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

Associate's degree, high school diploma (GED) or equivalent.

1-2 years' experience in a utility or government agency or related field

Possess (1) of the following State of Oregon Certifications: Water Distribution 1, Wastewater Treatment 1, or Wastewater Collections 1.

Ability to achieve State of Oregon level 1 & 2 Certification in Water Distribution, Wastewater Treatment and Collections

Ability to obtain a class B Commercial Drivers' License with tankers endorsement within 6 months

Valid and current Oregon Driver's License

Driving record acceptable to City and its insurer

### **Work Environment**

The physical demands and working conditions described herein 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 job functions.

- Routinely moves computer equipment and other items weighing up to 50 pounds. Occasionally ascends/descends stairs, ladders, and ramps. Occasionally stoops, kneels, crouches, and/or crawls. Uses hands to find, handle, feel, and/or operate objects, tools, or controls, and reaches with hands and arms. Work also consists of moving throughout buildings and various sites.
- Travel to various locations inside and outside the City's incorporated limits. Significant outdoor work is required in the inspection and maintenance of public infrastructure systems, cemetery, construction sites, and code enforcements cases.

### **EMPLOYMENT STATUS:**

The Utility Worker II will work on a regular full-time basis (1 FTE), with the ability to work irregular hours, including nights and weekends, as necessary or appropriate. The Utility Worker II is employed on an at-will basis. This is not a supervisory position.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the position. The omission of specific duties and responsibilities does not exclude them from the position if the job duties and responsibilities are similar, related, and/or a logical assignment to the position. This 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. If determined necessary or appropriate, the council may modify, supplement, revise, change, and/or delete all or any part(s) of this job description.*