



Job Description

Job Title: Utility Worker II
Department: Public Works
Reports To: Assistant Superintendent
FLSA Status: Non-Exempt
Physical Strength: Heavy (H)

Prepared By: Xenium
Prepared Date: July, 2012
Approved By:
Approved Date:

SUMMARY

This position performs a variety of skilled tasks in the construction, maintenance and repair of City facilities. The position provides work direction for project crews in streets, water and sewer and does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

1. Receives written work orders, plans job tasks, obtains necessary supplies, tools, and equipment and makes on-site assignments to employees.
 2. Provides instruction and direction to how work is to be accomplished to employees in order to perform work safely and effectively. May act as crew leader.
 3. Cleans, maintains and repairs City streets, sidewalks and right-of-ways involving pavement patching, concrete forming/finishing, grading, brush cutting/mowing, sanding and plowing to achieve and maintain safe and quality surfaces and appearance.
 4. Lays out and ensures painting of pavement markings including curbs and parking spaces. Removes old pavement markings.
 5. Installs, repairs and replaces street and regulatory signs as well as barricades.
 6. Locates and marks water and sewer lines..
 7. Operates light and heavy construction equipment including dump trucks, bulldozers, backhoes, loaders, forklifts, street sweepers, vactors, tractor mowers and various power tools.
 8. Installs, maintains and replaces water meters, mains and gate valves, fire hydrants, service lines, mains and other appurtenances.
 9. Adds predetermined quantities of purifying chemicals to City reservoirs, takes samples and records reading/test results as needed.
 10. Constructs, cleans, repairs, and reconstructs sewer lines and laterals, drainage culverts, catch basins and inlets.
 11. Tests, reads and records water meters.
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12. Operates electronic television inspection equipment in sewer lines, locates breaks or blockages, and rectifies problems when necessary.
13. Removes and controls snow/ice, sands and plows roadways as needed.
14. May be required to be on call 24 hours seven days a week as per the City's On Call program.
15. Maintains punctual, regular and predictable attendance.
16. Works collaboratively in a team environment with a spirit of cooperation.
17. Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with coworkers/public and including the ability to communicate effectively and remain calm and courteous under pressure.
18. Respectfully takes direction from Assistant Superintendent.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or two years related experience and/or training; or equivalent combination of education and experience. This position requires considerable knowledge of one or more of the following; (1) street system, road construction and maintenance practices, (2) water distribution system construction and maintenance practices, (3) sewer collection system, construction and maintenance practices. Considerable knowledge of general public works practices, procedures and safety precautions is required. Some knowledge of hydraulics and electrical principles/technology is required. Experience with hand tools, power tools, and the operation of light and heavy construction equipment is required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend instructions. Ability to speak effectively in one-on-one situations or with employees of the organization, including on the phone and radio system.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

COMPUTER SKILLS

Has the skills necessary to operate a computer. Can log on to a computer system, navigate in windows, perform simple tasks within applications and enter information into a database.

REASONING ABILITY



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Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to use a respirator as determined by a professional licensed health care professional (PLHCP) while performing various work tasks. Possession of or ability to obtain a valid commercial driver's license and minimum Class A with air brakes and tank endorsement is required within six months of hire. A safe driving record is required. Possession of Water Distribution I or Wastewater Collection certification within one year is required.

PHYSICAL DEMANDS

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.

The employee must regularly lift and /or move up to 90 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those 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 functions.

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts; unsanitary conditions and confined spaces; work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions and vibration. The employee is frequently exposed to risk of electrical shock. The employee is occasionally exposed to wet or humid conditions (non-weather).

The noise level in the work environment is usually very loud.

Employee Signature: _____

Employer Representative: _____

Date: _____