



JOB DESCRIPTION

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|--------------------|---------------------------------------|-------------------------|------------|
| Title | UTILITY WORKER I | Revised | July 2022 |
| Department | Public Works Operations | Safety Sensitive | Yes |
| Reports To | Public Works Field Operations Manager | FLSA | Non-Exempt |
| Labor Union | Public Works Union | | |

SUMMARY

Performs a variety of semiskilled and skilled tasks in the construction, maintenance and repair of public works facilities; does related work as required. An employee in this class is responsible for working as a member of a crew on street, water and sewer projects and may work independently on selected jobs. May provide supervision to temporary employees. Work is performed under the general supervision of the Assistant Public Works Superintendent.

ESSENTIAL FUNCTIONS

- Cleans, maintains and repairs City streets, sidewalks and rights-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.
- Follows direction in laying out and painting pavement markings including curbs and parking spaces.
- Installs, repairs and replaces street and regulatory signs as well as barricades.
- May operate light and heavy construction equipment including dump trucks, bulldozers, backhoes, loaders, forklifts, street sweepers, vactors, tractor mowers and various power tools in safe and appropriate manner.
- Installs, maintains and replaces water meters, fire hydrants, service lines, mains and other appurtenances.
- Reads and updates water meter records.
- May add predetermined quantities of purifying chemicals to City reservoirs, takes water samples and records readings/test results per instructions.
- Lays, cleans, inspects and repairs sewer lines and laterals, drainage culverts, catch basins and inlets.
- Performs routine maintenance on City buildings and equipment.
- May be required to be on-call
- 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.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Some knowledge of general construction practices/procedures and safety precautions; basic hydraulic principles such as flow, pressure and gallons per minute; electrical principles/technology.



JOB DESCRIPTION

KNOWLEDGE, SKILLS & ABILITIES *(cont.)*

- 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.
- Understand and carry out oral and written instructions;
- Perform heavy manual labor in sometimes adverse weather conditions;
- Maintain effective working relationships with other employees;
- Maintain polite and courteous manner with citizens;
- Able to learn all facets of water, sewer and streets;
- Communicate verbally on phone and radio system.

MINIMUM 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or general education degree (GED); or two years related experience and/or training; or equivalent combination of education and experience.
- Experience with hand tools, power tools, and the operation of light and heavy construction equipment is required.
- Possession of or ability to obtain a commercial driver's license and minimum Class A with air brakes and tank endorsement is required within six months of hire; safe driving record;
- Possession of Water Distribution I or Wastewater Collection certification within one year is required.

ADDITIONAL REQUIREMENTS

- Subject to 24-hour call out, 7 days a week in emergencies.
- Must be able to use a respirator as determined by a professionally licensed health care professional (PLHCP) while performing various work tasks;
- Must live within 30 lawful driving minutes of City limits.
- Must have reliable phone service.

SUPERVISORY RESPONSIBILITY

This position assists in a leadership capacity for managing crews and project work at the direction of the Public Works Field Operations Manager, but is not tasked with direct supervisory duties.

WORK ENVIRONMENT

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).



JOB DESCRIPTION

WORK ENVIRONMENT *(cont.)*

Must have the ability to 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. 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.

ACKNOWLEDGEMENT

The above description covers the most significant duties performed but does not include other occasional work, which would be within the knowledge, skills and abilities required for this position. I have read the assigned duties and understand I may speak with my supervisor for any clarification.

PRINTED NAME

SIGNATURE

DATE



JOB DESCRIPTION

| | | | |
|--------------------|---------------------------------------|-------------------------|------------|
| Title | UTILITY WORKER II | Revised | June 2021 |
| Department | Public Works Operations | Safety Sensitive | Yes |
| Reports To | Assistant Public Works Superintendent | FLSA | Non-Exempt |
| Labor Union | Public Works Union | | |

SUMMARY

This position performs a variety of skilled tasks in the construction, maintenance and repair of City facilities. The position is responsible for working as a member of a crew on street, water, sewer and city facilities projects and may occasionally provide work direction for project crews.

ESSENTIAL FUNCTIONS

- Plans job tasks based on written work orders including obtaining necessary supplies, tools, and equipment.
- Cleans, maintains and repairs City streets, sidewalks and right-of-ways including pavement patching, concrete forming/finishing, grading, brush cutting/mowing, sanding and plowing to achieve and maintain safe and quality surfaces and appearance.
- Responsible for the Repair, Maintenance and Replacement of City Water, sewer, street facilities infrastructure.
- Paints pavement markings including curbs and parking spaces and ensures proper removal of old pavement markings.
- Installs, repairs and replaces street and regulatory signs as well as barricades.
- Locates and marks water and sewer lines.
- Operates light and heavy construction equipment including dump trucks, bulldozers, backhoes, loaders, forklifts, street sweepers, vacuums, tractor mowers and various power tools.
- Installs, maintains and replaces water meters, mains and gate valves, fire hydrants, service lines, mains and other appurtenances.
- Adds predetermined quantities of purifying chemicals to City reservoirs, takes samples and records reading/test results as needed.
- Constructs, cleans, repairs, and reconstructs sewer lines and laterals, drainage culverts, catch basins and inlets.
- Tests, reads and records water meters.
- Operates electronic television inspection equipment in sewer lines, locates breaks or blockages, and rectifies problems when necessary.
- Removes and controls snow/ice, sands and plows roadways as needed.
- 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.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Other duties as assigned.



JOB DESCRIPTION

KNOWLEDGE/SKILLS

- 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.

MINIMUM 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or general education degree (GED); or two years related experience and/or training; or equivalent combination of education and experience.
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- Possession of or ability to obtain a commercial driver's license and minimum Class A with air brakes and tank endorsement is required within six months of hire; safe driving record;
- Possession of Water Distribution I or Wastewater Collection certification within one year is required.

ADDITIONAL REQUIREMENTS

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- Must be able to use a respirator as determined by a professionally licensed health care professional (PLHCP) while performing various work tasks;
- Must live within 30 lawful driving minutes of City limits.
- Must have reliable phone service.

SUPERVISORY RESPONSIBILITY

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WORK ENVIRONMENT

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