

City of Columbia City

JOB DESCRIPTION

POSITION: Utility Worker I

GENERAL PURPOSE

Entry level position that performs a variety of unskilled or semi-skilled maintenance work and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, parks, and storm drainage facilities and systems. Work may be performed with independence after routine is learned.

SUPERVISION RECEIVED

Works under the direct supervision of the Public Works Superintendent or a designated alternate.

SUPERVISION EXERCISED

Supervision is not normally a responsibility of positions in this classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspects and/or repairs booster pumping stations, reservoir, meters, streets, drainage systems, and sewer systems at frequent intervals to ensure all aspects of the systems are functioning properly.
2. Maintains a variety of records relating to inspections, maintenance activity, water and sewer supply, consumption, etc.
3. Determines the location of gas, telephone, power, television, water, and sewer lines from the appropriate sources prior to excavation.
4. Responds to complaints regarding water leaks, pressure loss, or no water, evaluates situation, explains findings to supervisor.
5. Contacts residents in areas where services will be discontinued and explains when services will be shut off and how soon it will be turned on.
6. Ensures the proper maintenance of equipment and tools by cleaning and checking equipment after each use.

7. Drives trucks of various sizes and weights in the loading and unloading of various equipment and materials.
8. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
9. Performs all duties in conformance to appropriate safety and security standards.
10. Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.
11. Cuts, fits, lays, repairs, taps, cleans, and flushes water mains, pipes, gates and fittings on repair of mains and services and installation of services and fire hydrants; assists in shutting off broken sections of water mains.
12. Reads meters and coordinates data collection with the billing department, re-reads as required.
13. Assumes "on-call duty" as may be deemed necessary by supervisor.
14. Performs janitorial duties necessary to system operation and maintenance of City buildings.
15. Performs other duties as may be required or assigned including parks maintenance and development.
16. Operates a variety of power construction and maintenance equipment used in the Public Works Department.
17. Other duties as required.

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.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience
 - A. Graduation from high school or GED equivalent, and
 - B. Preference given to experience relating to construction, maintenance, and repair of water, sewer, street, park and/or storm drainage systems including the operation of related maintenance and equipment.
2. Necessary Knowledge, Skills, and Abilities
 - A. Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
 - B. Skill in operation of some of the listed tools and equipment.
 - C. Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

1. Valid Drivers License
2. Certification as a Water Distribution Operation I or ability to obtain within two years of employment
3. Certification as a Waste Water Collections Operation I or ability to obtain within two years of employment

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, street sweeper, street roller, tamper, jack hammer, plate compactor, snow plow, sander, saws, pumps, compressor, generators, common hand and power tools, shovels, wrenches, detection devices, mobile phone, and a backhoe.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move; up to 100 pounds. Specific vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibrations. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES

Formal application, rating of education, and experience; oral interview and reference check. Must successfully complete screening examinations, job related tests as required, background checks, drug screen, employment physical and other processes as may be determined by the City Council.

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.

FLSA EXEMPTION STATUS: Non-Exempt