

City of Columbia City

JOB DESCRIPTION

POSITION: Utility Worker II

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, park, and storm water drainage facilities and systems. Frequently works independently.

SUPERVISION RECEIVED

Works under the direct supervision of the Public Works Superintendent.

SUPERVISION EXERCISED

May exercise limited supervision to employees as to instruction or direction in the purpose of simple or semi-skilled tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspects, operates and repairs motors relating to sewer and water lift stations, inspects meters, reservoirs, streets, parks, drainage systems, and sewer system 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 supply and consumption, and sewer pump hours.
3. Performs installation, maintenance, repair, and testing of all City water meter systems. Responsible to perform water meter readings as needed and to coordinate data collection with the billing department, doing meter re-reads as requested.
4. Determines the locations of gas, telephone, power, television, water, and sewer lines from the appropriate sources prior to excavation.
5. Responds to complaints regarding water leaks, pressure loss, or no water, evaluates situation explains findings to supervisor.
6. Contacts residents in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.

7. Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after each use.
8. Drives trucks of various sizes and weights in the loading, hauling, and unloading of various equipment and materials.
9. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
10. Operates light and medium-sized construction and power equipment including backhoe, dump truck, roller, and sweeper as required.
11. Performs all duties in conformance to appropriate safety and security standards.
12. Performs required labor 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.
13. Cuts, fits lays, repairs, taps, cleans and flushes water mains and services and installation of services and fire hydrants; assists in shutting off broken sections of water mains.
14. Assists in the training of lower level employees to increase their skills in the maintenance, construction and repair of water, sewer, street, park and storm drainage facilities.
15. Services water supply, sewer lifts and other pumps.
16. Operates a variety of power construction and maintenance equipment used in the water, sewer, parks, and street departments.
17. Performs janitorial duties necessary to system operation and maintenance of City buildings.
18. Assumes "on-call duty" as deemed necessary by supervisor.
19. 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

Education and Experience:

1. Graduation from high school or GED equivalent, and
2. Minimum two (2) years of 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.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
2. Skill in operation of some of the listed tools and equipment.
3. 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 Operator II
3. Certification as a Waste Water Collections Operator II
4. First Aid and CPR Certificates
5. Flagging and Traffic Safety Certificate
6. Cross-Connection Inspector Certificate

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, compressors, generators, common hand and power tools, shovels, wrenches, detection devices, mobile phone and 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.

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FSLA EXEMPTION STATUS: Non-Exempt