

The City of Columbia City

In Columbia County on the Columbia River



October 21, 2016

ANNOUNCEMENT OF POSITION OPENING

TITLE: UTILITY WORKER I OR II

General Statement of Responsibilities

The Utility Worker performs a variety of unskilled, 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, parks and storm drainage facilities and systems. Work is frequently 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; may occasionally exercise limited supervision to employees.

Education and Experience

Graduation from High School or equivalence; preference given to experience relating to construction, maintenance, and repair of water, sewer, street, parks and/or storm drainage systems including the operation of related maintenance equipment.

Necessary Knowledge, Skills and Abilities

Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities. Skill in operation of some of the listed tools and equipment. Ability to perform heavy manual tasks for extended periods of time; to work safely; to communicate effectively verbally and in writing; to establish and maintain effective working relationships with employees, other departments and the public; to understand and carry out written and oral instructions.

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 backhoe.

Special Requirements

Valid Drivers License; Certification in Water Distribution Operation and Waste Water Collections Operation or ability to obtain Level I certifications within two years of employment.

Salary and Benefits

Salary range depends upon qualifications. Utility Worker I: \$2,871 - \$3,848/mo.; Utility Worker II: \$3,239 - \$4,341/mo. Benefits include City-paid medical, dental and vision insurance; City-paid contributions to a Health Reimbursement Arrangement, City-shared employee life insurance and long-term disability insurance; paid holidays, sick leave, and vacation leave days; and membership in the Public Employees Retirement System (PERS) or the Oregon Public Service Retirement Plan (OPSRP) when eligible.

Starting Date

The City has one Utility Worker position available - Level I or Level II, depending upon qualifications. The position will be filled immediately.

Method of Application and Closing Date

Applications will be accepted until 9:00 a.m. on Monday, November 14, 2016. An application packet may be downloaded from our website at www.columbia-city.org or may be obtained by contacting:

City of Columbia City
1840 Second Street/PO Box 189
Columbia City, OR 97018
(503) 397-4010
Email: colcity@columbia-city.org

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, employment physical, drug screen, and other processes as may be determined by the City. The City of Columbia City is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, or disability.

The City of Columbia City is an equal employment opportunity employer. All applicants will be considered without regard to age, color, national origin, religion, sex or other protected status in accordance with applicable federal and state equal employment opportunity laws.