

Position: Utilities Worker I	AFSCME Union
Department: Public Works	FLSA: Non-Exempt
Evaluated by: Public Works Foreman	Salary Grade
Name:	Date of Hire:

**Summary**

The Utility Worker I is the first level in a multi-tiered career path for maintenance and construction of public works that include roadways, water distribution, storm water management, and sewer collection systems. Advancement to Specialist II requires a minimum of two years as a Specialist I or equivalent. Advancement to Specialist II also requires the incumbent be multi-skilled and while usually assigned to a specific area can demonstrate full qualification to perform work assignments in all utility maintenance areas and operate heavy equipment or be specialized in one area as evidenced with a certificate. The Specialists I can also be rewarded for special certifications.

**Job Duties**

The Utility Worker is capable of performing any of the following general and special functions, although will usually specialize in one area.

**General Public Works**

- Performs general labor and skilled public works maintenance activities such as, but not limited to, cleaning and inspecting of pipelines, sweeping, earthwork, public infrastructure construction, installing, leveling, compacting, and maintaining asphalt and concrete, waterline construction and testing, and other utility labor.
- Operates small to medium size and heavy construction equipment such as the high pressure sewer jet, vacuum truck, street sweeper, backhoe, loader, grader, paving equipment, concrete/asphalt saws, chain saws, flusher, and other equipment assigned to Utility Maintenance classifications.
- Identifies needed repairs and may perform routine preventive maintenance of vehicles and large equipment.
- Actively participates in departmental on-call list. Responds to urgent situations initiated by customers. May require working weekends and holidays.
- Performs snow and ice response and removal as needed.
- Dam construction and removal at City swimming pool

**Street Maintenance**

- Digs and backfills trenches and holes. Breaks and repairs concrete and asphalt surfaces. Excavate and replace concrete and asphalt surfaces. Works by hand or with a mechanical excavator and performs general earthwork required for street maintenance.
- Paints streets striping and legends, including cross walk lines, curbs and traffic control symbols. Installs, repairs, and maintains street signs.
- Trims brush and other hindrances around roadways including the retrieval of litter or other debris on medians, gutters, curbs, and related areas.
- Supports a variety of community requests by overseeing and participating in hanging of banners, traffic control, and equipment operation.
- Maintain street lights and other fixtures.

**Storm Drainage and Sanitary Sewer Maintenance**

- Constructs. Cleans and repairs storm drainage piping, ditches, sewer piping appurtenances, catch basins and manholes. Makes visual inspections.
- Operates and maintains sanitary sewer pump stations, including troubleshooting of motors, pump, valves and any related equipment.
- Operates specialized equipment such as a vactor, clean, construct and maintain storm and sewer pipelines, ditches, catch basins, lateral lines and manholes.
- Documents and maintain records on work progress such as pump station maintenance, the amount of debris removed from catch basins and other collection points.
- Locates and marks sanitary sewer/storm main lines and laterals. May performs die and smoke testing to identify pipe locations, breaks, illicit connections and other problems.
- Sewer lab testing to meet compliance

**Water Distribution System Maintenance**

- Maintains the water distribution system, including laying pipe, monitoring and servicing pump stations and pressure reducing valves, repairing and replacing water lines, installing water mains, replacing fire hydrants, and repairing water leaks.
- Learns and maintains storage reservoirs, chlorination equipment and water meters, testing and making repairs, replacing as necessary.
- Installs new water services. Replaces water lines. Disinfects water mains or other appurtenances to ensure water safety.
- Repairs water leaks and breaks on water mains, services, valves, air valves, meter devices, backflow, hydrants and regulators. Overhauls and maintains water valves. May collect water samples for testing.
- Participates in various water distribution management programs such as leak detection, elimination of cross connections, updating maps and flushing hydrants. May assist with plan reviews and construction inspections.
- Performs other duties as assigned that support the overall objective of the position.

**Water Treatment**

- Maintain the treatment plant systems
- Maintain and operate the filtering and chemical treatment processes
- Inspect, service and repair components of the water treatment plant including water intakes, pipes, water storage vessels and chemical treatment equipment controls
- Ensure an adequate supply of water for human consumption and firefighting activities
- Inspect the treatment plant systems on a daily basis to ensure effective operations
- Maintain daily log
- Order necessary chemicals

% of Time	Essential Job Duties
	Streets maintenance
	Sewer / Storm Drain maintenance
	Water distribution system maintenance

**Qualifications****Education and Experience:**

The position typically requires a high school diploma and two years of construction and repair experience preferably in public works.

**Skills:**

The position requires a basic knowledge of the methods and techniques of general construction, maintenance and repair related to public works. Requires basic knowledge of inspection, servicing, repair or replacement methods used in streets, parks, water distribution systems, or storm drain and sanitary sewer systems. Requires the ability to perform a variety of semi-skilled maintenance, construction and repair work in the area of work assigned and assist or participate with other Specialist in related areas. Requires skills to operate light duty vehicular and stationary mechanical equipment in a safe and efficient manner. Requires the ability to read and understand oral and written instructions, diagrams, maps, and blueprints. Requires computer skills to access and print maps and other printed material and to store field data. Requires knowledge of and skill in using equipment and tools used in the maintenance and repair as assigned public works systems, including hand and power tools, and light duty machinery. Requires knowledge of occupational hazards and safe work practices. Requires knowledge of and skill in performing detailed operations such as cutting and repairing pipe. Requires sufficient math skills to record distance and volume measurements.

**Expectations:**

Requires sufficient human relation skills to work as part of a team and demonstrate courtesy to customers. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers and convey a positive image of the City. Requires the ability to participate in and accept on-call assignments. All employees of the City are expected to read and follow all guidelines in the Employee Handbook.

Activity Level	Minimally < 10%	Seldom 10% - 25%	Moderately 25% - 50%	Always >50%
Lift/Carry – Heavy – 45lbs & over		✓		
Lift/Carry – Moderate – 15 -45 lbs			✓	
Lift/Carry – Light – 15lbs & less				✓
Pull / Push				✓
Reach / Work overhead				✓
Manual dexterity / use of fingers				✓
Use of both hands				✓
Walking				✓
Able to stand while performing work				✓
Able to sit while performing work				✓
Crawl / Crouch			✓	
Able to run in order to perform work	✓			
Able to kneel in order to perform work				✓
Repeated bending				✓
Able to climb in order to perform work			✓	
Operate motorized equipment				✓
Good hand/eye coordination				✓
Ability to speak effectively			✓	
Effective listening skills				✓
Repetitive motions				✓
Hearing requirements				✓
Near vision, 20 inches or less				✓
Mid-range vision, >20 inches <20 feet				✓
Distance vision, 20 feet or more				✓
Ability to identify & distinguish colors		✓		
Depth perception				✓

**Licenses and Certificates:**

Requires a valid Class A driver's license with preference towards Class C. Requires a Class 1 certification in a water or wastewater field within 1 year of employment.

**Working Conditions:**

Work is performed indoors and outdoors where minimal health and safety considerations exist from physical labor, exposure to fumes and septic conditions, temperature variations and dangerous equipment.

*This job/class description describes the general nature of the work performed and representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps and skills required of the job.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_