



CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

Utility Worker I

FLSA Status: Non-Exempt
Bargaining Unit: Teamsters
Salary Grade: TE3

CLASS SUMMARY:

The Utility Worker I is the first level in a seven level Utilities Operations Series. Incumbents may be assigned to Water Distribution, Wastewater Collection and/or Water Restoration. Responsibilities vary based on assignment and include learning and performing daily operations which may include maintaining system operability, providing adequate fire flow and emergency water storage, preventing water loss, responding to customer concerns and system failures. Incumbents may operate heavy equipment, hand and power tools, a motor vehicle, and electronic equipment and cameras. Incumbent will perform duties under the guidance of a higher level classification, and may assist seasonal and temporary workers.

The Utility Worker I is distinguished from the Utility Worker II by its focus on routine, semi-skilled maintenance duties.

TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary and divisions may cross train.

All Divisions:

- Completes training necessary to obtain and/or maintain required certifications.
- Conducts basic research, completes documentation, and maintains required paperwork.
- Maintains job site safety in compliance with City policies and OSHA requirements.
- Safely operates a motor vehicle, forklift, high pressure vacuum truck, dump truck, backhoe, front loader, and other equipment of a similar nature.
- Safely uses a variety of hand and power tools, including a jackhammer, tapping machine, pipe threader, ladders, and other equipment as required depending upon assignment.
- Performs equipment maintenance tasks such as safety checks, lubricant application, fueling and minor reports.
- Delivers professional and courteous customer service when responding to customer service requests, questions and complaints.
- Responds to emergency calls, including after-hour response.
- Maintains daily records and reports pertaining to activities and equipment.
- Other duties of a similar nature as required.

Water Distribution:

- Installs water services, fire hydrants, air release valves, water valves, and restraining devices.

*Employees of the City of Grants Pass uphold the values of
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Collects water samples and submits samples for lab testing.
- Flushes water mains and dead end lines based on water sample results and a flushing schedule, and responds to flow and pressure related concerns to perform necessary testing and make repairs.
- Repairs water main breaks, replacing broken pipes, connecting new pipes to existing pipes, and installing and repairing water services.
- Installs customer service lines and water valves in a variety of sizes appropriate to customer's water meter, and completes repairs of water valves in various sizes.
- Monitors water main taps in a variety of sizes and maintains level oils.
- Inspects, installs, maintains, tests, and removes water meters.
- Manages traffic by coordinating a traffic control plan, setting up control equipment and directing traffic.
- Handles utility billing service orders to include water turn on/shut off orders, leak detection, and repair of broken parts.

Sewer Collection:

- Operates a high pressure vacuum truck to excavate holes, unplug storm drains, remove debris from around pipes, clear catch basins, and various similar tasks; repairs cleaning hose as needed.
- Completes sewer cleaning with use of proper nozzle selection and pressure selection based upon the sewer pipe
- Inspects and assists with needed repairs of sewer manholes and pipes for cracked and/or broken interior and exterior structures.
- Inspects of pre and post-construction of street utilities.
- Manages traffic by coordinating a traffic control plan, setting up control equipment and directing traffic to maintain traffic flow and work zone safety per OSHA regulations.
- Responds to customer concerns and complaints regarding sewer issues.

Water Restoration:

- Conducts routine maintenance, cleaning, painting and repair of buildings, pumps and other equipment as directed.
- Assists the Utility Worker II in the operation, maintenance and cleaning of the Solids Thickening and Dewatering equipment.
- Assists the Treatment Plant Operators and Mechanics as needed.
- Operates heavy equipment such as the water tanker truck to deliver water to the plant.

- Safely operates a forklift to move objects and sludge boxes for scheduled hauling.
- Completes general ground maintenance at the Water Restoration plant using lawn mowers, weed eaters, chainsaws, and other power and hand tools, and directs the work of contracted lawn maintenance employees.
- Completes repairs of the landscaping irrigation system as necessary.

Training and Experience (positions in this class require):

A High School Diploma or equivalent and 1 year of related experience, are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Valid Oregon Driver's License Class C
- Forklift Certificate within 12 months of appointment

Water Distribution & Collection: *(in addition to above requirements)*

- Valid Oregon Commercial Driver's License Class B with tanker endorsement within 12 months of appointment
- Oregon Certified Flagger within 12 months of appointment
- OHA-DWP Water Distribution I or OR DEQ Wastewater Collection I Certificate within 18 months of appointment

Water Restoration: *(in addition to above requirements)*

- Valid Oregon Commercial Driver's License Class B with tanker endorsement
- OR DEQ Wastewater Treatment I Certificate within 18 months of appointment

Incumbents may be required to obtain CPR certification, Competent Person certification, and/or Confined Space Entrant, Attendant and/or Supervisor certification. Incumbents must be in possession of or have the ability to obtain any certification or license required by City, State or Federal agencies to work in assigned position.

Knowledge (positions in this class typically require):

Knowledge of:

- Safe use of hand tools and power tools;
- Safety practices;
- G.I.S. mapping sufficient to locate utility structures;
- Basic understanding of water distribution, sewage collection or wastewater treatment processes;
- Basic understanding of hydraulics, water flows and pressures;
- Basic understanding of pumps;
- Fundamentals of mechanics;
- Personal computers and related software programs;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

Skills (positions in this class typically require):

Skill in:

- Providing professional and courteous customer service;
- Safely operating large machinery, light and heavy equipment, and/or hand tools;
- Safely operating a motor vehicle;
- Properly using personal protective equipment;
- Working independently and as part of a work team;
- Basic computer operation and related software programs; and,
- Understanding and following oral and written instructions and retaining information sufficient to perform a variety of tasks.

Physical Requirements:

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Incumbents may be subjected to mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions, intense noise and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime. Incumbents may be required to work overtime and perform standby duties.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council September 3, 2014, Resolution No. 14-6236

Revised February 11, 2016