



## CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

### Utility Worker II

**FLSA Status :** Non-Exempt  
**Bargaining Unit :** Teamsters  
**Salary Grade :** TE4

#### **CLASS SUMMARY:**

The Utility Worker II is the second 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 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. Incumbents are expected to provide training and guidance to Utility Worker I, seasonal and temporary workers.

The Utility Worker II is distinguished from the Utility Worker I by its focus on semi-skilled to skilled maintenance and mid-level certification.

---

#### **CORE COMPETENCIES:**

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
  - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
  - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
- 

**ESSENTIAL CLASS DUTIES:** These duties are a representative sample; position assignments may vary.

#### **All Divisions:**

- Completes training necessary to obtain and/or maintain required certifications.
- Conducts research, completes documentation, and maintains required paperwork.
- Operates a gas monitor and blower for confined space entries, and completes required paperwork.
- Maintains job site safety in compliance with City policies and OSHA requirements.

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

- Safely operates a motor vehicle, forklift, high pressure vacuum truck, dump trucks, back hoe, front loader, jackhammer, jumping jack, and/or 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, fuel and minor repairs.
- Delivers professional and courteous customer service when responding to customer service requests, questions and complaints.
- Responds to emergency calls, including after-hour response.
- Other duties of a similar nature as required.

Water Distribution:

- Installs water services, fire hydrants, air release valves, water valves and restraining devices.
- Calculates and orders supplies for backfill, thrust blocks, straddle blocks, asphalt restoration and similar tasks.
- Collects water samples, submits samples for lab testing, generates reports and maintains data collection records to ensure compliance with State mandates.
- 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.
- Locates underground water lines, generates maps of the area, acquires TV reports of lines, and accurately marks locations.
- Chlorinates and de-chlorinates fire hydrants and water mains as needed.
- Oversees and completes utility final inspections, punch lists and performance bond inspections to ensure standards are met and corrections are completed.
- Inspects backflow devices; maintains accurate records and coordinates notification to affected citizens and business owners.
- Repairs water main breaks utilizing wrap around clamps, replaces broken pipes, connects new pipes to existing pipes, and installs and repairs water services.
- Inspects, installs, maintains, and repairs water distribution infrastructure.
- 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.
- Operates and maintains underground boring equipment.
- Completes asphalt restoration by safely using vibraplate, compactor/roller, and flame thrower.
- Repairs and replaces sidewalks and drive approaches, saw cuts, grades out concrete and orders materials.
- 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:

- Assists with and operates the TV truck to complete precise inspections of the collection system.
- Operates a high pressure vacuum truck to excavate holes, unclog 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 and pressure selection based upon the sewer pipe.
- Locates underground sanitary sewer lines, generates maps of the area, acquires TV reports of lines, and accurately marks locations.
- Inspects, identifies issues and repairs sewer manholes and pipes for cracked and/or broken interior and exterior structures, including computerized television inspection.
- Repairs and maintains sewer mainlines and sewer laterals, and sewer force main air release valve and charcoal canisters.
- Oversees and inspects pre and post-construction of street utilities, sewer mainline repairs, and sewer lateral repairs, and reports findings.
- 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.
- Records and reports accurate data and mapping information.
- Responds to customer concerns and complaints regarding sewer issues.
- Reports supply and inventory needs to maintain sufficient stock to complete work assignments.

#### Water Restoration:

- Evaluates needs and completes general maintenance, cleaning painting and minor repair of buildings, pumps and other equipment, determining when to perform required tasks.
  - Operate and maintains the Solids Thickening and Solids Dewatering equipment.
  - Assists the Treatment Plant Operators and Mechanics as needed.
  - Operates heavy equipment such as the water tanker truck, loaders, dump trucks and excavators.
  - 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.
  - Directs the work of contracted building and grounds maintenance employees.
- 

**Training and Experience** (positions in this class require):

A High School Diploma or equivalent and 2 years of directly related experience in a utilities environment 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 and Commercial Driver's License Class B with tanker endorsement
- Forklift Certificate

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

- OHA-DWP Water Distribution II Certificate
- Backflow Inspector or Tester Certificate
- Oregon Certified Flagger

**Wastewater Collection:** (in addition to the above requirements)

- OR DEQ Wastewater Collection II Certificate
- Oregon Certified Flagger

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

- OR DEQ Wastewater Treatment II Certificate

Incumbents may be required to obtain CPR certification, Confined Space Entrant, Attendant and/or Supervisor Certification, and/or a specific Competent Person 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 require):

Knowledge of:

- Safe use of a large variety of hand and power tools;
  - Water testing methods and techniques;
  - Reading maps and utilizing G.I.S. to locate utilities;
  - Safety practices and OSHA standards;
  - Water distribution, sewage collection and/or wastewater treatment processes;
  - Hydraulics, water flows and pressures;
  - Pump systems;
  - Pipe fitting, plumbing, underground pipeline work and construction;
  - Fundamentals of mechanics;
  - City pressure zones and distribution piping;
  - 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 require):

Skill in:

- Providing professional and courteous customer service;
  - Safely operating large machinery, light and heavy equipment, and 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;
  - Working effectively with contractors, other City departments, citizens, and vendors;
  - Communication and interpersonal skills as applied to interaction with coworkers, supervisors, vendors, contractors, and the general public sufficient to exchange or convey information and to receive work direction;
  - Utilizing G.I.S., maps, and City records to locate utilities; 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, February 27, 2017, August 21, 2017; June 22, 2018