



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, Sewer and Stormwater 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 inspect, repair and maintain drainage systems, 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.
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ESSENTIAL CLASS DUTIES: These duties are a representative sample; position assignments vary.

All Divisions:

- Completes training necessary to obtain and/or maintain required certifications.
- Conducts 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 trucks, back hoe, front loader, jackhammer, jumping jack, and/or other equipment of a similar nature.

*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 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.
- 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.
- Operates a gas monitor and blower for confined space entries and completes required paperwork.
- Prepares and maintains daily records of activities and equipment.
- Other duties of a similar nature as required.

Wastewater and Stormwater Collection:

- Operates a high-pressure vacuum truck to excavate holes, unplug wastewater and stormwater drains, remove debris from around pipes, clear catch basins, and various similar tasks; repairs cleaning hose as needed.
- Completes wastewater and stormwater cleaning with use of proper nozzle and pressure selection based upon the sewer pipe.
- Inspects, identifies issues and repairs wastewater and stormwater manholes and pipes for cracked and/or broken interior and exterior structures, including computerized television inspection.
- Assists with and operates the TV truck to complete precise inspections of the collection system.
- Oversees and inspects pre and post-construction of street utilities, sewer mainline repairs, and sewer lateral repairs, and reports findings.
- Safely operates the closed-circuit television (CCTV) van to inspect wastewater and stormwater collection systems.
- Locates underground sanitary wastewater and stormwater lines, generates maps of the area, acquires TV reports of lines, and accurately marks locations.
- Repairs and maintains wastewater and stormwater mainlines, sewer force main air release valve and charcoal canisters.
- Reports supply and inventory needs to maintain sufficient stock to complete work assignments.
- Inspects, cleans and maintains drainage system including ditches, inlets, lines, and storm drain catch basins, and reports blockages or other issues to the Superintendent.

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.
- Handles utility billing service orders to include water turn on/shut off orders, leak detection, and repair of broken parts.

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.
- Operates and maintains the Solids Thickening and Solids Dewatering equipment.

- Assists the Treatment Plant Operators and Mechanics as needed.
 - Safely 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 and/or seasonal workers.
 - Completes repairs of the landscaping irrigation system as necessary.
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Training and Experience (positions in this class require):

A High School Diploma or equivalent and 2 years of directly related experience in a utility 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/Certification 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
- Oregon Certified Flagger (excluding Water Restoration)

In addition to the above, assignments require:

Water Distribution:

- Oregon Health Authority (OHA) DWS Water Distribution II Certificate
- Backflow Inspector or Tester Certificate

Sewer and Stormwater Collection:

- Oregon DEQ Wastewater Collection II Certificate or NPDES Stormwater Inspector Certificate
- NASSCO Pipeline Assessment (PACP) and Manhole Assessment (MACP) Certificates

Water Restoration:

- Oregon 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 hand and power tools;
- Safety practices and OSHA standards;

- Reading maps and utilizing G.I.S. to locate utilities;
 - Water testing methods and techniques;
 - Street maintenance, water distribution, sewage collection and/or wastewater treatment processes;
 - Hydraulics, water flows and pressures;
 - Pump systems;
 - Traffic controls;
 - 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.
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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;
 - Troubleshooting, diagnosing, and repairing minor equipment issues;
 - Properly using personal protective equipment;
 - Working independently and as part of a work team;
 - Basic computer operation and related software programs;
 - Utilizing G.I.S., maps, and City records to locate utilities;
 - Understanding and following oral and written instructions and retaining information sufficient to perform a variety of tasks;
 - Working effectively with contractors, other City departments, citizens, and vendors; and
 - 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.
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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; January 1, 2021 (Add Streets), May 27, 2021, June 20, 2022, June 1, 2023

Approved:

Mandy Hayes, Human Resources Director

Date: _____

Aaron K. Cubic, City Manager

Date: _____