



Job Title: UTILITY WORKER

Position Grade: 4

Classification Series: Maintenance Worker

Department: Public Works

Payroll Status: Full-Time, Non-Exempt

Union Status: General Service Unit

Purpose: Provide a variety of general laborer duties for the Public Works Department maintenance and construction crews and serve as secondary level or back-up equipment operator in the installation, repair, maintenance and construction of the City's public works infrastructure.

Supervision Received: This position works under the direct supervision of the Field Operations Manager, Lead Crew Worker, or Sr. Utility Worker.

Supervision Exercised: The position does not supervise other employees; however, this position may provide occasional guidance and/or direction to volunteers, students, interns, or temporary staff.

Duties and Responsibilities: This list is an *example* of the tasks the employee may be expected to perform, but is not intended to be all inclusive.

General Duties

- Perform general manual labor in the construction, maintenance and repair of City equipment and infrastructure, sidewalks, drains, lights, streets, water system, and other Public Works infrastructure.
- Provide customer service which may include response to telephone and in-person and/or electronic and written requests and inquiries, complaint resolution, and/or assistance with events and/or emergencies.
- Make and install street signs for roadways or other Public Works signage needs (street assignment).
- Read water meters (water assignment).
- Operate light to heavy equipment from time to time in the performance of construction, maintenance and repair of city infrastructure such as: backhoe, excavator, grader, forklift, dump truck, light-truck, power hand tools, etc.
- Contribute to an overall productive and respectful work environment by providing excellent customer service and working in a positive, collegial manner at all times.
- Maintain cooperative working relationships with Department staff, other departments and the general public.
- Follow all safety rules and procedures for work areas.
- Perform other responsibilities and other duties as assigned.

Job Qualification Requirements (Knowledge, Skills & Abilities):

KNOWLEDGE: Knowledge of safe construction practices and procedures and of modern principles, practices and techniques of construction of Public Works facilities, which include streets, water, storm drainage, and other related construction. Construction includes maintenance, repair, replacement, reconstruction, and expansion of public facilities.

SKILLS: Skills in the use of various construction-related tools and equipment, along with verbal and written communication skills and basic math skills.

ABILITIES: Ability to read, understand and follow written and verbal instructions and communicate in writing and verbally, in English, sufficient to understand and relay instructions and safety information. Ability to operate small equipment and light trucks, along with heavy equipment such as

dump trucks, backhoes, excavators, motor graders, and other heavy equipment. Physical ability to perform the essential job functions.

Minimum Required:

A **High School Diploma** or equivalent, basic math, reading and writing at a 12th grade level, AND **some general construction experience**. A *satisfactory equivalent combination of education and experience determined to ensure the knowledge, skills and ability to perform the work may be approved as a substitute for the stated requirement(s)*.

Possession of a valid driver's license at the time of hire, and possession of CDL "B" with air brake endorsement or higher and CPR/ First Aid certification within six (6) months of hire.

Preferred:

Public Works (street/water/storm drain) construction experience is preferred. Tanker endorsement on CDL preferred.

Physical Demand: *The physical demands described here are an overview. For detailed information regarding physical demands, please see the attached worksheet. The physical demands listed below, together with the detail listed on the attached worksheet, represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

This position involves considerable physical demand. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, reach, twist, crouch, crawl, climb, balance, see, talk, hear, smell and manipulate objects. The position requires a high degree of mobility including the ability to traverse uneven surfaces (i.e., rough roads, stream beds, areas of excavation, construction sites, etc.) and operate equipment and motor vehicles. The employee must frequently lift and/or move materials weighing up to 5 lbs. consistently, (75% of the work period), up to 25 lbs. frequently (60%+ of the work time), up to 60 lbs. often (35% of the work time) and over 60 lbs. occasionally (15% of the work time). This position requires both verbal and written communication abilities.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is typically out in the field at a construction site. The employee is regularly exposed to outside weather conditions. The employee is frequently exposed to hazardous conditions including gases and vapors, live utility lines, dust, traffic, and other construction-related hazards. The noise level in the work environment is usually moderate but the employee may occasionally be exposed to very loud or continuous noises. Where appropriate, personal protective equipment will be issued and the employee will be trained in its proper application and use.

REQUIRED SIGNATURES:

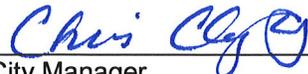
My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.



Department Head



Date



City Manager



Date



Human Resources Director



Date

Date Revised: August 2016

Job Analysis: Physical Demands Worksheet

OVERVIEW

Job Title: Public Works Utility Maintenance 1
 Employer: **City of Central Point**
 Dept./Location: Public Works
 Supervisor's Title: Public Works Utility Maintenance Lead

Check any of the following factors that are important to successful performance in this position:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Reactive problem solving | <input checked="" type="checkbox"/> Positive regard for others | <input checked="" type="checkbox"/> Dexterity |
| <input checked="" type="checkbox"/> Analytical ability | <input type="checkbox"/> Conflict resolution | <input checked="" type="checkbox"/> Flexibility/Adaptability |
| <input checked="" type="checkbox"/> Written communication | <input checked="" type="checkbox"/> Individual accountability | <input checked="" type="checkbox"/> Attention to detail |
| <input checked="" type="checkbox"/> Oral communication | <input checked="" type="checkbox"/> Public relations | <input type="checkbox"/> Time management |
| <input checked="" type="checkbox"/> Active listening | <input checked="" type="checkbox"/> Proactive problem solving | <input type="checkbox"/> Objectivity |
| <input type="checkbox"/> Independent judgment | <input type="checkbox"/> Bilingual | <input type="checkbox"/> Leadership skills |

Frequency Definitions:

- (N) Never: Not required and not done on the job.
 (R) Rare: May be required on a very infrequent basis; less than 1% work shift; may occur 1 – 5 times/minutes per shift.
 (O) Occasional: Occurs between 1% – 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.
 (F) Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.
 (C) Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted? Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions above):

N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extended work hours	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Travel to multiple worksites	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slippery surfaces	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Moderate background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	High background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fumes/odors	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dust	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varied/extreme temperatures	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cramped workspace	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to hazardous materials	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Personal protective equip. required	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Glove use	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration – whole body	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration–extremity (arm, leg, hand)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

MATERIALS AND EQUIPMENT USED

Are there particular materials and/or equipment used with this position which should be noted? Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions above):

N	R	O	F	C	Condition	Comments/Detail
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mouse/Trackball	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ten Key/Calculator	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copier	

