

City of Manzanita, Oregon

Position Description

Job Title: Utility Worker

FLSA: Non-Exempt

Supervisor: Public Works Director

Type: Full-Time

Department: Public Works

General Statement of Responsibilities

Maintains, repairs, and operates public works facilities including parks, buildings, water distribution system, storm drainage system, and street system. Performs vehicle and shop maintenance.

Supervision Received

Works under the supervision of the Public Works Director. Receives lead oversight on a day-to-day basis from the Senior Utility Worker.

Supervision Exercised

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel, and may assign work to temporary workers.

Examples of Duties - Essential Functions

1. Repairs and maintains water distribution system including repairing leaks, reading water meters, performing meter change outs, conducting coliform testing, and checking wells.
2. Repairs and maintains street and stormwater systems including patching roads, sweeping streets, maintaining rights-of-way, cleaning storm drains and catch basins, and maintaining street signs.
3. Performs maintenance and clean-up of city buildings and properties. Empties trash and recycling receptacles, cleans bathrooms, and maintains dog waste stations. Performs light construction and concrete work as needed. Performs set up and preparation tasks for special events throughout the year. Cleans beach access ramp.
4. Maintains grounds and landscapes including mowing, weeding, pruning, trimming, irrigating, and planting.
5. Performs light maintenance and repair of city vehicles and equipment, as assigned.
6. Operates and maintains light, medium, and heavy duty equipment and trucks appropriate to the construction, maintenance, and repair of City infrastructure, systems, and facilities to which assigned.
7. Follows all safety rules and procedures for work areas.
8. Maintains effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.
9. Performs other related duties as assigned.

Screening Criteria

Education and Experience:

- A High School Diploma, or equivalent;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.
- Some experience related to assigned areas of responsibility is preferred.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record are required. Level I Water Distribution certificate required within 18 months of hire. Flagging Certificate required within 6 months of hire.

Knowledge of: Knowledge of operation and maintenance principles, practices, tools and materials for maintaining and repairing assigned City infrastructure systems, and facilities. Basic knowledge of water distribution systems including isolation and control valves, and service meter location. Basic knowledge of general office procedures and practices; business English, spelling, and punctuation; and personal computer applications in a Windows environment.

Skills: Basic computer skills, preferably in Microsoft Office Suite® products. Skilled in the operation and maintenance of equipment and tools used in the course of work. Verbal and written communication skills. Interpersonal skills. Excellent customer service skills. Strong organizational skills.

Ability to: Ability to follow oral and written instructions; complete assigned tasks with little functional oversight; and meet deadlines. Ability to establish and maintain effective working relationships with those encountered in the course of work. Ability to communicate effectively, both orally and in writing, using proper grammar and spelling in the English language. Ability to pass a pre-employment criminal background check. Ability to meet the physical demands of the position.

Physical Demands of Position: *The physical demands listed below 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.*

While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to 50 pounds and rarely move material over 50 pounds. Manual dexterity and coordination are required for over half of the daily work period which is spent while operating hand tools, power tools, motor vehicles, and heavy equipment, in addition to standard office equipment such as computers, keyboards, and telephones. This position requires both verbal and written communication abilities.

Working Conditions: *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.*

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

While performing the duties of this position, the employee is primarily working outdoors with exposure to all types of weather conditions on a year-round basis. The employee is exposed to inclement weather conditions, dirt, grease, oil, and exhaust. The noise level in the work environment may require hearing protection.

Employee will wear proper protective equipment in compliance with city policy and OSHA standards to include reflective vest, protective footwear, safety glasses, gloves, hearing protection, and hard hat where recommended/required.

SIGNATURES:

This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

_____	_____	_____
Incumbent Name	Incumbent Signature	Date
_____	_____	_____
Supervisor Name	Supervisor Signature	Date

Date Revised: January 2018

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