

Utility Worker I – City Of Manzanita

Position Description

Position: Utility Worker I

Department: Public Works

FLSA Status: Non-Exempt

Classification: Entry-Level

Reports To: Public Works Operations Manager or Public Works Director

Summary

Under close supervision, the Utility Worker I performs routine and semi-skilled work in the construction, maintenance, and repair of City of Manzanita streets, water distribution systems, wastewater and stormwater systems, parks, and other City-owned properties and facilities. This is an entry-level position intended to provide on-the-job training while developing skills in public works operations, safety practices, and municipal maintenance procedures.

Essential Duties and Responsibilities

Essential duties may include, but are not limited to, the following:

- Assist in the construction, maintenance, and repair of water, wastewater, and stormwater systems, including pipelines, valves, hydrants, catch basins, and related appurtenances
- Assist with the installation, removal, and maintenance of water meters, valves, and fire hydrants
- Assist in the construction, repair, and maintenance of streets, sidewalks, curbs, and rights-of-way, including basic concrete finishing and asphalt patching
- Perform park and City property maintenance, including mowing, vegetation control, litter removal, and general upkeep
- Assist with painting crosswalks, pavement markings, and installation and maintenance of traffic signs
- Assist in maintaining storm drainage systems, including catch basins, storm drains, ditches, and tide gates
- Observe and assist with inspection of pumps, valves, blowers, and other equipment at pump stations and related facilities; report abnormal conditions to supervision
- Perform routine maintenance and cleaning of tools, equipment, and vehicles
- Operate hand tools, power tools, and light equipment in a safe and proper manner under

supervision

- Assist with loading, unloading, and transporting materials, tools, and equipment
 - Maintain clean, safe, and orderly work areas
 - Follow all City safety rules, policies, and procedures
 - Respond to after-hours call-outs and emergencies as assigned
 - Perform related duties of similar complexity and responsibility as assigned
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Other Duties

The duties listed above do not include all tasks that may be assigned. Employees may be required to perform other duties of similar complexity and responsibility consistent with the position.

Minimum Qualifications

Education and Experience

- High school diploma or GED required
- One (1) year of experience in construction, maintenance, utilities, landscaping, or a related field preferred, but not required

Skills and Abilities

- Ability to establish and maintain positive working relationships with supervisors, coworkers, and the public
 - Ability to follow written and verbal instructions
 - Ability to work effectively as part of a team
 - Willingness to learn public works systems, tools, and procedures
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Licenses, Certifications, and Other Requirements

- Possession of a valid Oregon driver's license at time of hire
 - Ability to obtain a Water Distribution I certification within **six (6) months** of hire
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Desirable Qualifications

- Oregon Water Distribution Class I Certification
- Cross Connection Control Certification
- Oregon Traffic Control certification

Physical and Mental Demands

- Ability to perform strenuous physical labor, including lifting, carrying, pushing, and pulling objects weighing up to **50 pounds**
- Ability to bend, twist, kneel, stoop, climb, and work in trenches, confined spaces, and on uneven surfaces
- Ability to work safely with or around hazardous materials, including chlorine and other treatment chemicals
- Ability to work outdoors in all weather conditions, including wet, cold, and windy environments
- Ability to respond to emergency call-outs and work outside normal business hours as required

Working Conditions

- Work is primarily outdoors with exposure to traffic, heavy equipment, noise, dust, and chemicals
- Occasional evening, weekend, holiday, and emergency response work is required

This position is designated as entry-level and requires a strong commitment to safety, reliability, teamwork, and professional development within the City of Manzanita Public Works Department.