

UTILITY WORKER II (PUBLIC WORKS— COLLECTION SYSTEMS, STREETS AND PARKS MAINTENANCE)

FLSA Status – Non-Exempt

EEO Code – H/Service and Maintenance

Class Code – E800

GENERAL DESCRIPTION OF DUTIES

The Utility Worker II is the journey level position in the Utility Worker series. It is distinguished from other classifications in the series with the performance of both manual and semi-skilled duties in the Wastewater Services Division (e.g., Collection Systems) or the Public Works Division (e.g. Streets and Parks Maintenance): recurring work situations with occasional variations from the norm, and work that is governed from established procedures.

SUPERVISION RECEIVED

These positions receive immediate supervision from the Wastewater Services (Collections) Supervisor or Public Works Supervisor (Streets, Park Maintenance) for the assigned section.

SUPERVISION EXERCISED

These positions may provide direction to other Utility Worker I's or II's on a specific crew assignment.

ESSENTIAL JOB FUNCTIONS

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

When performing the street maintenance assignment:

1. Performs tasks required for the routine inspection, testing, maintenance, and repair of City streets, roadways and parking lots, including shoveling and spreading asphalt, painting and striping, pavement marking, and curb painting.
2. Installs, repairs, and replaces signs, barricades, and posts as required, including making signs and installing posts, in accordance with city, state, and federal requirements.
3. Performs a variety of duties in the maintenance of drainage structures, such as catch basins, storm drains, and outfalls, to ensure efficient drainage.
4. Maintains City streets, rights-of-ways, and alleys to ensure safe and efficient access for the public.
5. Performs a variety of landscape and vegetation management duties, including shrub/tree pruning, noxious weed removal, herbicide applications, mowing, fertilizing, and edging.

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When performing the collections systems assignment:

1. Maintains the City's wastewater collection system in a safe manner to insure safe conditions for the City, including repairing or patching broken wastewater mains or parts, manholes or cleanouts; hydro-cleaning and rodding to insure a clean and open collection system.
2. Operates and maintains the City's close circuit television system and equipment used to monitor and prevent problems in the wastewater system.
3. Maintains wastewater and storm manholes, and makes minor repairs.
4. Transports contaminated soils and raw sewage to designated areas for proper disposal.
5. Performs asphalt and concrete repair and patch work, removes trees, brush, and debris from rights-of-way to access sewer mains and laterals.
6. Generates, reads, and interprets inspection reports and updates maintenance database as required.

When performing the park maintenance assignment:

1. Performs a variety of technical landscape construction duties, including planting flowers, shrubs, and trees; pruning and repairing damaged trees; irrigating, mowing, and fertilizing turf; trimming and planting; fertilizing; and pruning shrubs.
2. Inspects, maintains, and repairs developed and undeveloped parks, playgrounds, athletic fields, and other related facilities and properties.
3. Performs herbicide applications as required, including calculating proper amounts, spraying parks and landscapes, and completing required documentation.
4. Installs, inspects, and maintains park equipment to ensure safe operating conditions for citizens, including basic maintenance duties such as fabrication, painting, and carpentry.
5. Maintains parks and landscapes in a clean and safe condition, including picking up trash and maintaining trash receptacles, and cleaning/repairing restrooms.
6. Maintains the City's water feature, monitoring water chemistry and pump flow to ensure compliance with Oregon health codes; adjusts chemicals as necessary.
7. Maintains park appearance, including mowing, trimming, edging, fertilizing, irrigating, and removing graffiti.
8. Installs and repairs irrigation equipment, including testing systems and making repairs.

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WHEN PERFORMING ALL ASSIGNMENTS

1. Observes safe work methods and makes appropriate use of related safety equipment as required.
2. Operates light, medium, and heavy equipment as required for public works projects.
3. Cleans and performs routine maintenance on equipment used.
4. Operates a variety of hand and power tools and equipment related to work assignment as instructed.
5. Responds to emergencies involving collection systems, streets, and park maintenance.
6. Controls traffic in the vicinity of public works crews.
7. Participates in winter weather operations as assigned, including sanding/deicing operations, snow removal, and snow shoveling.
8. Participates in containment and/or clean up of hazardous materials spills.
9. Responds to citizen concerns at the project site and provides technical assistance to citizens as appropriate.
10. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
11. Performs other duties as assigned.

WORK QUALIFICATIONS

Knowledge

- Knowledge of the methods, materials, equipment, procedures and practices used in maintaining and repairing storm and sanitary collection systems, including gravity wastewater/storm lines, manholes and cleanouts OR streets, including traffic signs, street marking, asphalt, and concrete repair; OR parks, including landscape construction, tree maintenance, irrigation, playgrounds, athletic and sports fields, and other related facilities and properties;
- Knowledge of basic equipment maintenance and repair;
- Knowledge of the operation and maintenance of a variety of hand and power tools, vehicles, and power equipment;
- Shop arithmetic;
- Knowledge of computer applications used in assigned area;

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- Knowledge of potential hazards and appropriate safety precautions required to perform assigned duties;
- Knowledge of traffic control requirements; and
- Knowledge of federal, State, and City laws, ordinances, and regulations related to program area.

Skill In:

- Skill in evaluating potential problems in public works tasks and taking appropriate action to solve problems;
- Skill in safely operating light, medium, and heavy equipment used in public works projects;
- Skill in following both verbal and written instructions; and
- Skill in communicating effectively with others, both in writing and orally, and including situations involving angry and frustrated citizens.

Ability To:

- Ability to read blueprints, maps, and other specifications required to complete public works tasks;
- Ability to make accurate arithmetic calculations;
- Ability to use computers for assigned public works projects;
- Ability to resolve conflicts with members of the public;
- Ability to work in confined spaces;
- Ability to accurately read and follow instructions on container labels; and
- Ability to establish and maintain effective working relationships with others.

EXPERIENCE AND EDUCATION

Any combination of experience and training that demonstrates the knowledge, skills, and abilities to perform the essential duties and responsibilities of Public Works Utility Worker II is qualifying. A typical way to qualify would include responsible experience in public works that involves the use of materials, methods, and equipment for one of the sections within the Public Works Division (Collection Systems, Streets, Parks Maintenance).

SPECIAL REQUIREMENTS

All Public Works Utility Worker II's are required to have a valid driver's license, a CPR/First Aid Certificate, and a Traffic Control Certificate.

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- **Collections Assignment:** a Level I Collections Systems Certificate (or must obtain within orientation period), commercial driver’s license (Class A or B with Tanker and Air Brake Endorsements), and Confined Space Entry Training.
- **Park Maintenance Assignment:** a Pesticide Applicator’s license (or must obtain within orientation period) and/or a certification in other park related areas, and a commercial driver’s license (Class A or B) is preferred.
- **Street Maintenance Assignment:** a commercial driver’s license (Class A or B, with Tanker and Air Brake endorsement) and documented experience in equipment operation and construction related fields.

PHYSICAL AND MENTAL REQUIREMENTS

Employees working in the position of Public Works Utility Worker II are required to stand, walk, stoop, communicate, reach, bend, kneel, grasp, and handle. The ability to push, lift, pull, and carry up to 100 pounds is required. Reasonable accommodation will be made to individuals with disabilities who have known limitations.

WORKING CONDITIONS

The majority of duties take place outdoors with exposure to all types of weather conditions and terrain on a year-round basis. Employees working in these positions may be exposed to air contamination, high and low temperatures, high work places, improper illumination, noise, close work, and vibration. These positions are subject to emergency on-call response after normal duty hours.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 10/94 As Utility Worker II
Revised: 01/00 As Public Works Utility Worker II (Public Works
Collection Systems, Streets and Park Maintenance)
Revised: 09/00
Revised: 05/01
Revised: 09/14