

# CITY OF GLADSTONE POSITION DESCRIPTION

**Class Title:** Utility Worker II  
**Department:** Public Works  
**Date:** July 1, 2022

**Range Number:** 15-A  
**FLSA Status:** Non-Exempt  
Represented

## GENERAL STATEMENT

Performs a variety of semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, maintenance, and repair of City streets, water, wastewater, storm drainage facilities and systems and parks and grounds.

## SUPERVISION RECEIVED

The Utility Worker II works under the direction of the Public Works Supervisor. The Utility Worker II may receive work guidance from a higher classification Utility Worker.

## SUPERVISION EXERCISED

May provide work guidance or direction to seasonal help positions.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs required labor involved in construction and maintenance projects as part of a crew, in maintenance, repair, and construction of the storm, street, wastewater, water, grounds and facility systems; activities include:

- pavement cutting, and removal;
- asphalt installation and repair;
- concrete pouring and finishing;
- utility ditch digging and cleaning;
- construction and maintenance of manholes and catch basins;
- cleaning of wastewater, storm and water mains;
- pipe repair;
- installation and backfilling cutting, fitting, installation and repairing of water mains, installing taps, service lines and meters;
- installation of fire hydrants and valves;
- installation and maintenance of street signs, traffic control lanes, etc.
- repair and maintenance of buildings, facilities park areas including sprinkler systems;
- maintenance and preparation of grounds for application of fertilizers, herbicides, etc.

Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel, and sand.

Operates heavy, medium and light construction and power equipment, such as street sweeper, tractors, mowers, tractor or backhoe/loader as assigned.

Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, system cleaning, etc.

Responds to complaints regarding water leaks, pressure loss or no water, wastewater plugs or spills, street hazards, storm drainage, grounds or facility problems. Evaluates situation and explains findings to supervisor.

Contacts residents and business owners in areas affected by maintenance activities, explains impacts on systems or area, and when it will be returned to normal service.

Determines the locations of gas, telephone, power, television, water and wastewater lines from the appropriate sources (call for locates, 811) prior to excavation; locates City owned/operated underground utility lines and facilities including storm, water, and wastewater piping.

Performs all duties in conformance with appropriate safety and security standards.

Must maintain positive and cooperative working relationships with City staff, other organizations and the general public.

#### **PERIPHERAL DUTIES**

Serves on various employee or other committees as assigned.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

#### **QUALIFICATIONS**

**Education:** High school diploma or equivalent.

**Experience:** Requires one (1) year experience in general maintenance and construction work.

Any equivalent combination of education and experience which ensures the candidates ability to perform the essential functions of the job may be considered.

**Special Requirements:** Valid states driving license with a clean record.

Selected candidate will be required to successfully pass a pre-employment drug screen; and, job related tests as may be required.

Must successfully pass a criminal history background check and the record must be clear of any criminal convictions for crimes which would preclude the individual from performing the essential job duties and responsibilities. Must be able to pass the department's security clearance standards for unescorted access to certain City facilities.

As a Utility Worker II in the Public Works Department, you are considered a “First Responder” which is considered essential personnel. This means that in the event City offices close due to inclement weather, etc., you are still required to report to work for your scheduled shift, as well as any overtime or extra hours required.

The Utility Worker II position is subject to a rotating “on-call” schedule after training has been completed.

### **Required Certifications/Licenses**

Possession of, or ability to obtain within one (1) year of hire:

- First Aid, CPR, AED Certification;
- Public Agency Work Zone Traffic Control training and obtain Flagger's Card;
- Cave-in Protection/Competent Person Training.

To be eligible for promotion into a budgeted and vacant Utility Worker III classification:

Valid Oregon Commercial Driver's License – Class B with tanker and air brake endorsements with a clean driving record. Class A CDL preferred but not required.

To be eligible for promotion into a budgeted and vacant Utility Worker-Journey classification in addition to a valid Oregon CDL, Class B or higher and dependent upon area of assignment, possession of at least one of the following:

- Oregon Public Pesticide Applicator's License;
- Playground Inspection Certification;
- Oregon Water Distribution Certification (level required for city system);
- Oregon Wastewater Collection Certification (level required for city system).

### **Knowledge, Skills & Abilities**

- General knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
- Basic knowledge of computer operation and the ability to utilize computer for record keeping, reports, and operation of maintenance programs.
- Skill in operation of some of the listed tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time.
- Ability to complete daily activities according to work schedule.
- Ability to walk and stand for long periods of time.
- Ability to work outside in varying weather conditions.
- Ability to work and use tools and equipment safely and to wear task appropriate personal protective equipment; safely operate City vehicles and rolling stock.
- Ability to understand and follow written and oral instructions.
- Ability to establish effective positive and cooperative working relationships with coworkers, other employees, and contract service providers.

## **TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, ditch witch, hand-held radio, cell phones, IPad/tablet, computers, and other maintenance-related tools and equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

Employee will be required to wear personal protective equipment and safely operate City vehicles and rolling stock.

While performing the duties of this job, the employee is regularly required to use hand/eye coordination to handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; drive vehicles and operate equipment. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must frequently lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to one-hundred (100) pounds with assistance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions.

The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, inclement weather, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The employee will work in a variety of locations with varying hazards. The employee will be provided with appropriate safety training and equipment.

The employee will be exposed at various times to hot or cold temperatures, high humidity, fall hazards, rotating or moving machinery, common electrical hazards and hazardous noise areas. In addition, there is the possibility of exposure to chemical hazards, biological hazards and laceration hazards. The noise level in the work environment is usually loud.

*This position description does not constitute an employment agreement between the City and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Revision History: Created 1994; Revised 2016, 2017, 2018. 2022