

JOB DESCRIPTION

CITY OF SILVERTON, OREGON



This description, overview, and expectations do not constitute an employment agreement with the City of Silverton and are subject to change by the City as the needs of the City change.

POSITION TITLE:	Utility Worker I
DEPARTMENT:	Public Works
FLSA STATUS:	Non-Exempt
SALARY:	Subject to Collective Bargaining Agreement
REPRESENTATION:	Public Works Association, Local 483

GENERAL POSITION SUMMARY:

This is a Safety Sensitive position. Under direct supervision, learns and performs maintenance work and projects relating to city infrastructure and system operations pertaining to streets, water, sewers, and parks.

SUPERVISION:

Receives direct supervision and/or technical and functional direction from assigned supervisory or management personnel. This position exercises no direct supervision.

CLASS CHARACTERISTICS:

This is the entry-level class in the Utility Worker series. This class is distinguished from the Utility Worker II by performing more routine and standardized utility work under close supervision. Since this is the entry-level class within the series, employees may have only limited or no directly related municipal infrastructure experience.

Incumbents will learn city infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become increasingly varied and are performed with greater independence.

ESSENTIAL FUNCTIONS:

The following duties are not a comprehensive list of all duties performed by all employees in this classification.

As a crew leader, member of a crew, or individually, performs any of the following tasks as they relate to streets, wastewater collections, water distribution, storm systems and parks.

- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Safely operates vehicles and a variety of light, medium, and heavy pieces of equipment related to the maintenance and repair of city infrastructure and systems.
- Safely uses a variety of hand and power-operated tools and equipment as required depending upon assignment.
- Performs routine inspection and preventive maintenance on assigned vehicles and equipment, such as safety checks, and fueling; refers defects or needed repairs to supervisor; cleans vehicles and equipment.

- Maintains public infrastructure, including but not limited to, locates, inspects, monitor adjust and maintains, repairs, removes, installs components of public water, sewer, storm, street, facility and park systems. Follows construction and industry rules, best practices, and instructions.
- Assists in the installation or repair of main water, storm water and wastewater collection lines, manholes and catch basins.
- Assists in planning public infrastructure maintenance projects and activities. Reads maps. Performs inventory counts, generates parts lists and equipment rental needs. Make cost effective use of city resources.
Responds to system maintenance and/or emergency service calls outside of scheduled work hours while carrying a cell phone and working weekends on a rotational basis. Responds to complaints regarding public systems; evaluates situation; explains findings to supervisor.

OTHER JOB FUNCTIONS:

- Support a positive work environment. Treat others employees with respect. Work to resolve issues of conflicting personalities and needs.
- Prepares and maintains logs and records of daily work activity including time, materials, and equipment utilized.
- Participates in snow removal operations as necessary.
- Performs other related duties as assigned.

JOB SPECIFICATIONS:

- High school diploma or equivalent.
- One year of experience in road, water, sewer, parks maintenance or general maintenance is desired.
- Ability to be scheduled in the rotation for on-call duty for seven consecutive days.

Special Requirements/Licenses:

- Valid Oregon driver's license and a driving record which meets the City's Driving and Acceptable Driving Records Policies.
- Ability to obtain Commercial Driver License (CDL) with tanker and airbrakes endorsements.

KNOWLEDGE REQUIRED:

- Knowledge of basic maintenance practices, tools, and materials.

SKILLS AND ABILITIES:

- Ability to perform basic maintenance using tools and materials relating to streets, water systems, and parks.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic traffic control procedures and traffic sign regulations.
- Basic computer software related to work.
- Ability to learn to perform construction, maintenance, and repair work on streets, water /wastewater systems, and parks.

- Locate underground utilities by use of blueprints and electronic locating equipment in accordance with department standards.
- Ability to perform routine equipment maintenance.
- Ability to follow City and department policies and procedures.
- Ability to establish and maintain positive working relationships with those contacted in the course of work.
- Understand and carry out written and oral instructions.
- Physically perform the essential functions of the job.

PHYSICAL DEMANDS:

Must be able to climb, balance, stoop, kneel, crouch, reach, stand, walk, push, pull, lift, grasp, feel, talk, hear, and be able to lift 50 pounds. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, and intense noises.

ENVIRONMENTAL ELEMENTS:

Employees are frequently exposure to traffic and machine noise, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/electrical hazards, with limited exposure to hazardous chemicals. Employees may interact with upset staff and/or public.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related, or logical assignment to the position.

Cory Misley
City Manager

Adopted: March 2024