



## CITY OF WILLAMINA Classification Description

<b>Job Title:</b>	Utility Worker
<b>Starting Salary:</b>	\$19.65
<b>Department:</b>	Public Works
<b>Reports to:</b>	Public Works Director
<b>FLSA Status:</b>	40 hours/week, Non-Exempt
<b>Bargaining Unit:</b>	LiUNA Local 737

**SUMMARY:** Performs a variety of manual and routine tasks in the general maintenance of the City's parks, streets, sewer, storm drain and water facilities. Performs related work as required.

This position requires the employee to work and perform job duties onsite at various City of Willamina Public Works locations. May be required to be available on-call outside normal work hours on a rotational basis.

This position is not eligible for City vehicle assignment outside of standard work hours, except for authorized meetings, conferences, or approved City business

**SUPERVISION:** This position may supervise seasonal workers or student work crews with directions by the Public Works Director. On-going supervisory responsibilities are not typical of this position. Ability to work independently is required.

**ESSENTIAL FUNCTIONS:** The Utility Worker may be called upon to do any or all the following (not listed in the order of importance). These examples do not necessarily include all the tasks the employee may be expected to perform and there may be other duties as assigned.

- ❖ As a member of a crew, or individually, performs any of the following tasks: assists in laying and joining sewer and water pipelines; installs fittings, valves, and fire hydrants; taps and repairs water lines; opens, flushes, patches, lays and cleans sewer lines and utility holes, catch basins, and other drainage facilities; installs, repairs, and reads water meters; performs minor maintenance, as directed, on vehicles and equipment; and reports damage to facilities.
- ❖ As a member of a crew, or individually, participates in road repair, setting forms for curbs and gutters, unloading and spreading street surfacing materials, and related tasks.
- ❖ Maintain the appearance and safety of the public parks, the park equipment, and landscaping functions such as tree trimming and sprinkler system installation and repair.
- ❖ Maintains signs on streets, parks and other city facilities.
- ❖ Operate equipment such as a high-velocity sewer cleaner, backhoe, dump truck, loader, bulldozer, etc., as required.

- ❖ Performs manual labor such as digging ditches, removing obstacles and debris from roadway and adjacent areas, and handloading and unloading of all types of materials.
- ❖ Performs general maintenance work on facilities, including but not limited to, City Hall, Library, and City Shop area.

**ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The position requires the ability to understand and follow moderately complex directions.

- ❖ **Customer Service:** Ability to respond promptly to customer needs or questions, and problem solve solutions to customer needs. Expected to be courteous and cooperative with all staff, volunteers, patrons, contractors, community members and elected officials at all times.
- ❖ **Language Skills:** Ability to communicate effectively in oral and written form; ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals.
- ❖ **Computer Skills:** Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook). Ability to navigate the Internet.
- ❖ **Mathematical Skills:** Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals.
- ❖ **Safety and Security:** Observes safety and security procedures; determines appropriate action beyond guidelines; reports on potentially unsafe conditions; uses equipment and materials properly.
- ❖ **Other Skills and Abilities:** Ability to: follow oral and written instruction; perform strenuous manual tasks; establish and maintain effective working relationships with other employees and the general public; perform tasks in a safe and efficient manner; prioritize and plan work activities; follow appropriate policies and procedures; demonstrate accuracy and thoroughness; look for ways to improve and promote quality; apply feedback to improve performance; monitor own work to ensure quality.

**MINIMUM QUALIFICATIONS:**

- ❖ High school diploma or general education degree (GED).
- ❖ One year of work experience in general maintenance and/or construction work
- ❖ Must possess or be able to acquire within 6 months:
  - Valid Oregon Driver's License
  - First Aid & CPR certification

May include a satisfactory combination of education and experience ensuring ability to perform duties effectively.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands-to-finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently requires climbing or balance. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and outside weather conditions. The employee is frequently exposed to moving mechanical parts and vibration. The employee is occasionally exposed to high, precarious places, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is typically loud to very loud.

The employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

This job description describes the nature and level of jobs normally done in this position. It is not a definitive list of duties. Employees will be expected to perform additional related duties that are not reflected in this job description.

**EEO STATEMENT:** The City of Willamina embraces diversity and are committed to creating an inclusive environment for all employees. The City of Willamina is an equal opportunity employer and does not discriminate against any employee or applicant because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy or related condition (including breastfeeding), or any other basis protected by law.