



# CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

## UTILITY WORKER LEAD

COMMUNITY DEVELOPMENT DEPARTMENT

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FLSA Status:	Non-Exempt
Division:	Public Works
Union Representation:	Represented

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**CLASS SUMMARY:** This position performs a wide variety of duties in the Public Works Department, under the general guidance and direction of the Maintenance Section Supervisor. The Utility Worker – Lead is a step above the Utility Worker III class and provides direction on day-to-day activities of other Utility Workers and temporary employees. Work such as vehicles, sewer, storm, water and street work is done independently. Some training and direction provided by the Maintenance Section Supervisor. Utility Worker – Lead is not authorized to initiate or implement any type of disciplinary action or authorized to approve overtime, discretionary time off, and any other right of management.

### Duties and Responsibilities

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

1. Responsible for assisting the Maintenance Section Supervisor with delivery and schedule of work and ordering materials.
2. Inspects and/or repairs, meters, streets, drainage systems and sewer system at frequent intervals to insure that all aspects of these systems are functioning properly.
3. Installs and/or repairs water services and mains, street signs and street markings.
4. Performs required labor involved in excavation of trenches, pipe laying, backfill and paving repair.
5. Researches situations and provides recommendations to the Maintenance Section Supervisor. Plans jobs, prepares material purchases, and works with outside vendors to conduct City Business. Creates, finds and updates work orders and purchase orders in City Systems as required to conduct and document City business under the direction of the Maintenance Section Supervisor.
6. Performs meter program duties as assigned.

Job Description –Utility Worker Lead

7. Maintains a variety of records relating to inspections, maintenance activity, water and sewer service locations and materials. Locates water and sewer lines for other utilities and development and city repairs.
8. Responds to complaints with information on water leaks, pressure loss and evaluates related problems. Makes contacts with residents and explains service disruptions and provides related information.
9. Operates and maintains light & medium- sized construction and power equipment, including but not limited to, backhoe/loader, grader, vactor truck, forklift, pickup, dump trucks and sweeper.
10. Operates computer workstation to obtain and send email and accurately enter work request report information.
11. Assists in the training of lower-level employees in performing the skills and duties of maintenance, construction and repair of water, sewer, street and storm drainage facilities.
12. Maintains, cleans, and services City vehicles and equipment, including some minor repairs.
13. Performs work on City parks as directed.
14. Performs City building and grounds maintenance as needed.
15. Responds to system maintenance and/or emergency service calls outside of scheduled work hours while carrying a pager and working weekends on a rotational basis.
16. Support a positive work environment. Treat other employees with respect. Work to resolve issues of conflicting personalities and needs.
17. Performs other related duties as required or directed.

The above description covers the most significant duties performed but does not exclude other occasional work assignments not mentioned.

## **Qualifications**

### REQUIRED

- High School diploma or equivalent.
- Two (2) years of related experience in construction and maintenance of water, sewer, storm and street facilities.
- Experience with hand tools and other power tools.
- Must have increasingly responsible knowledge and experience in the field of water, sewer and street construction and maintenance.
- Ability to safely operate City equipment such as dump truck and backhoe.
- Maintain a high safety awareness for employees working in and around equipment.
- Act as the Direct Responsible Charge (DRC) for the water distribution system, unless assigned to another employee by the Operations Supervisor and Public Works Director.
- Act as the Direct Responsible Charge (DRC) for the sewer collection system, unless assigned to another employee by the Operations Supervisor and Public Works Director.
- Minimum Grade 2 Certification in Water Distribution or as required by the State of Oregon.
- Minimum Grade 2 Certification in Wastewater Collection or as required by the State of Oregon.

- Valid Oregon commercial driver's license with tanker endorsement.

### Skills and Knowledge Required

- Good working skills in operation of most of the City's light & medium construction equipment and all power and hand tools.
- Construction and repair techniques used in the public facilities maintenance.
- Ability to read and interpret construction plans and record drawings.
- Personal computers and related software applications.
- Ability to use tools to complete carpentry, plumbing, and mechanical projects.
- Ability to promote positive public relations and provide good customer service.
- Effectively communicate and interact cooperatively with coworkers, supervisors, contractors, and the general public to complete projects.

### Work Environment

May be exposed to possible operations hazards including dust, fumes, odors, toxic and caustic chemicals, heavy machinery, high water and hydraulic pressure, hot and cold temperatures, slippery surfaces, and equipment requiring the use of safety devices and precautions. Possible exposure to explosive mixtures or toxic sewage gas. Errors may be serious, involving such items as loss or delay of public services, equipment damage, downgrades in water distribution, wastewater and stormwater collection, traffic operations and could affect public health. Accidental spills or leakage of hazardous chemicals could cause injury to employees.

Approved  
  
Dan Huff, City Manager

1-17-18  
Date