



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

UTILITY WORKER I

COMMUNITY DEVELOPMENT DEPARTMENT

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

Class Summary

The Utility Worker 1 is an entry level position that performs a wide variety of duties in the Public Works Department. Under the general guidance and direction of the Maintenance Section Superintendent, performs maintenance, repair, and construction of public infrastructure and public property. Training and direction is provided by Utility Worker II's and Utility Worker III's.

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. Inspects, maintains, and repairs meters, streets, drainage systems, and sewer systems at regular intervals to ensure proper operation and identify needed maintenance or repairs.
2. Installs, maintains, and repairs water services, water mains, street signs, and street markings.
3. Performs manual labor related to public works construction and maintenance, including trench excavation, pipe installation, backfilling, compaction, and pavement repair.
4. Creates, locates, and updates work orders and purchase orders in City systems as needed to document work activities, purchases, and other City business, under the direction of the Maintenance Section Superintendent.
5. Performs duties related to the City's meter program as assigned.
6. Maintains records related to inspections, maintenance activities, water and sewer service locations, materials, and completed work. Locates water and sewer lines for utilities, development projects, and City repair work.
7. Responds to service requests and complaints regarding water leaks, pressure loss, service disruptions, and related issues. Evaluates problems, communicates with residents, explains service impacts, and provides appropriate information.
8. Operates and maintains light and medium-sized construction and power equipment, including but not limited to backhoe/loaders, graders, vector trucks, forklifts, pickups, dump trucks, and street sweepers.
9. Uses computer systems to send and receive email, enter work request information, and maintain accurate records. Cleans, services, and maintains City vehicles and equipment, including performing minor repairs as needed.
10. Performs maintenance and repair work on City parks, buildings, grounds, and related facilities as directed.
11. Responds to system maintenance needs and emergency service calls outside regular work hours, including carrying a pager and working weekends on a rotational basis.

12. Performs other related duties as assigned.

Qualifications

Required

- High School diploma or equivalent.
- Valid Oregon commercial driver's license; or ability to obtain within six months of employment.

Preferred

- Experience with hand tools and other power tools.

Skills and Knowledge Required

- Good working skill 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

6-8-26
Date