



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 I 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 Supervisor, performs maintenance, repair, and construction of vehicles, sewer, storm and street utilities. Training and direction provided by Utility Worker II 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 and/or repairs meters, streets, drainage systems and sewer systems at frequent intervals to ensure that all aspects of these systems are functioning properly.
- 2) Installs and/or repairs water services and mains, street signs and street markings.
- 3) Performs required labor involved in excavation of trenches, pipe laying, backfill and paving repair.
- 4) Creates, locates, 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.
- 5) Performs meter program duties as assigned.
- 6) Maintains a variety of records relating to inspections, maintenance activities, water and sewer service locations and materials. Locates water and sewer lines for other utilities and development and city repairs.
- 7) Responds to complaints with information on water leaks, pressure loss and evaluates related problems. Makes contact with residents, explains service disruptions, and provides related information.
- 8) Operates and maintains light & medium- sized construction and power equipment including but not limited to, backhoe/loader, grader, vector truck, forklift, pick-up, dump trucks and sweeper.

9) Operates computer work-station to obtain and send email and accurately enter work request report information. Maintains, cleans, and services city vehicles and equipment, including some minor repairs.

10) Performs work on city parks and city building and grounds maintenance as directed.

12) 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.

13) Support a positive work environment. Treat other employees with respect. Work to resolve issues of conflicting personalities and needs.

14) Performs other related duties as required or directed.

15) 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.
- Valid Oregon commercial driver's license with tanker endorsement; 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 employee.

Job Description- Utility Worker I

March 6, 2019

Approved



Dan Huff, City Manager

3-6-19

Date