

**CITY OF SELAH  
PUBLIC WORKS DEPARTMENT  
UTILITY WORKER**

*This job description is intended to present a descriptive list of the range of duties performed by the position. It is **not** intended to reflect all duties performed within the job.*

Department: Public Works, Union

**DEFINITION**

Maintains complete knowledge of all aspects of the operations, maintenance, preventative maintenance, policies, procedures and safety aspects of public works systems and facilities of the City. Capable of performing all duties required without direction or supervision. Ability to supervise subordinate staff effectively and report to supervisor(s) clearly in the absence of the Public Works Utility Supervisor.

**SUPERVISION RECEIVED AND EXERCISED**

Under the direction of the Public Works Utility Supervisor or his/her designee.  
No supervision exercised, except may supervise summer help.

**ESSENTIAL JOB FUNCTIONS**

Essential functions and duties include, but are not limited to, the following:

1. Respond to customer questions and complaints, project a positive image to the public and staff with good communication skills.
2. Install water systems, conduct operations and maintenance procedures including, but not limited to water mains, services, fire hydrants, meters, valves, control valves, pumps, chlorination systems, reservoirs, etc.
3. Install sanitary and storm sewer systems, operation and maintenance procedures including, but not limited to, mains and interceptors, services manholes, catch basins and cleanouts, etc.
4. Complete roads and street construction, operation and maintenance procedures including, but not limited to, concrete and asphalt pavements, curbs, gutters, pothole and crack repair, sweeping aggregate surface, blading, shoulders, roadsides, signs, lights and traffic signals.
5. Take care of winter conditions on our City streets involving ice and snow removal and de-icing application.
6. Use City machinery and equipment and be familiar with maintenance procedures, including but not limited to the backhoe, sweeper, graders, pickup and dump trucks, loader, jet roter, mower, and painter.
7. Reads meters and maintains the area around meters and assure meter boxes are clean of dirt, debris and water.
8. Obtains closing reads and re-reads and relay information to office personnel for processing. Assure that water meters are operating properly.

9. Responds to work orders for utility disconnections, reconnections, new orders, and other public works service requests, as assigned.
10. Perform light maintenance and cleaning of assigned vehicle.
11. Follows safety precautions and procedures.
12. Work in park operations and be familiar with maintenance policies and procedure not limited to, turf care, recreational and equipment, sprinkler systems, crowd control, wading pools and regulations of softball and fields, tennis courts, etc. in park operations including, but not limited to playground, swimming, softball, soccer and baseball.

### **PERIPHERAL DUTIES**

- Ability to perform other duties as directed.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of all types of pipes, materials, tools, equipment to operate and maintain public utilities and facilities; and
- Capable of operating or learning to operate every tool, piece of machinery and equipment within the Utility Department;
- Working knowledge of computers and electronic data processing; knowledge of public works field operations.
- Skill in operating listed tools and equipment.
- Ability to perform arithmetic computations accurately and quickly; Ability to communicate effectively verbally and in writing; Ability to establish successful working relationships; Ability to work under pressure and/or frequent interruptions; Ability to work with angry or difficult customers.

### **SPECIAL REQUIREMENTS:**

- Duty includes responding to complaints and inquiries, doing daily rounds, and performing other duties as assigned.
- Employees must be able to respond within 30 minutes during emergencies.

### **TOOLS AND EQUIPMENT USED:**

Tools, equipment and machinery associated with the field operations of the Public Works Department including, but not limited to, welding equipment, conventional tools, power tools, back hoe, fork lift, street sweeper, dump truck, paint sprayer.

### **QUALIFICATIONS**

#### **Education, Experience, and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education:**

- High School diploma or G.E.D. is required.

**Experience:**

- Minimum of 2 years experience in the Public Works field.

**Training, licensing, or certifications:**

- Possession of valid Washington State Driver's License
- Possession of a current Water Distribution Specialist I, issued in the State of Washington, or obtain within 1 year of appointment
- Obtain a Commercial Driver's License with one (1) year of appointment.
- Have or obtain First Aid/CPR certificate within six months of employment.
- Possession of a current Class II or better Wastewater Collection Certificate issued in the State of Washington is desirable.

**WORKING CONDITIONS**

**Environmental Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

**Physical Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 80 pounds, work in confined spaces, exert physical effort in adverse conditions, and be willing to work overtime if available, when asked.

Must be available for "on call" duty approximately once per month, being on standby during off-duty hours to respond to emergencies, include evening and one (1) weekend for one week.

**Note:**

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
2. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.
3. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.