

CITY OF SELAH

PUBLIC WORKS DEPARTMENT UTILITY WORKER



This job description is intended to present a descriptive list of the range of functions and duties assigned to the position. It does not recite, establish or limit all functions and duties of the position, and additional or different functions and duties may be assigned – either permanently or temporarily. It is not intended to reflect all duties performed within the job.

Department: Public Works

Classifications: Permanent; Full Time; Union; Non-Exempt

Benefits: Position receives full benefits

Summary of Position

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 summer help staff effectively and report to supervisor(s) clearly in the absence of the Public Works Utility Supervisor.

Supervision and Direction to be Received

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 roofer, 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 Division;
- 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:

- No previous Public Works experience is required but it is preferred. Previous public works experience will determine starting pay and position according to the step requirements attached to this document.

Training, licensing, or certifications:

- Possession of valid Washington State Driver's License with a minimum of two years driving experience.
- Possession of valid Washington State Class A CDL, or obtain within two (2) years of appointment.
- Have or obtain Flagger Certificate within Two (2) years of employment.
- Have or obtain First Aid/CPR certificate within two (2) years of employment.
- Possession of a current Water Distribution Specialist I, issued in the State of Washington, or obtain within two (2) years of appointment.
- Possession of a current Class I, or better, Wastewater Collection Certificate, issued in the State of Washington or equivalent, or obtain within two (2) years of appointment.

Working Conditions

Reasonable accommodations are available and will be granted due to documented disabilities that, absent such accommodations, would impede an applicant's or employee's performance.

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.

I have read and understand this class description.

Signature

Date