



CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

Utility Worker I

FLSA Status : Non-Exempt
Bargaining Unit : Teamsters
Salary Grade : TE3

CLASS SUMMARY:

The Utility Worker I is the first level in a seven level Utilities Operations Series. Incumbents may be assigned to Water Distribution, Sewer Collection, Streets & Drainage and/or Water Restoration. Responsibilities vary based on assignment and include learning and performing daily operations which may include maintaining system operability, providing adequate fire flow and emergency water storage, preventing water loss, responding to customer concerns and system failures. Incumbents inspect, repair and maintain streets, sidewalks, drainage systems and city right-of-way; operate heavy equipment, hand and power tools, a motor vehicle, and electronic equipment and cameras. Incumbent will perform duties under the guidance of a higher level classification and may assist seasonal and temporary workers.

The Utility Worker I is distinguished from the Utility Worker II by its focus on routine, semi-skilled maintenance duties.

CORE COMPETENCIES:

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
 - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
 - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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ESSENTIAL CLASS DUTIES: These duties are a representative sample; position assignments may vary and divisions may cross train.

All Divisions:

- Completes training necessary to obtain and/or maintain required certifications.
- Conducts basic research, completes documentation, and maintains required paperwork.
- Maintains job site safety in compliance with City policies and OSHA requirements.

*Employees of the City of Grants Pass uphold the values of
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Safely operates a motor vehicle, forklift, high pressure vacuum truck, dump truck, backhoe, front loader, and/or other equipment of a similar nature.
- Safely uses a variety of hand and power tools, including a jackhammer, tapping machine, pipe threader, ladders, and other equipment as required depending upon assignment.
- Learns and performs equipment maintenance tasks such as safety checks, lubricant application, fueling and minor reports.
- Delivers professional and courteous customer service when responding to customer service requests, questions and complaints.
- Manages traffic by setting up control equipment and directing traffic to maintain traffic flow and work zone safety per OSHA regulations (excluding employees assigned to Water Restoration).
- Responds to emergency calls, including after-hour response, and customer complaints and concerns.
- Maintains daily records and reports pertaining to activities and equipment.
- Other duties of a similar nature as required.

Sewer Collection:

- Operates a high pressure vacuum truck to excavate holes, unplug storm drains, remove debris from around pipes, clear catch basins, and various similar tasks; repairs cleaning hose as needed.
- Completes sewer cleaning with use of proper nozzle selection and pressure selection based upon the sewer pipe
- Inspects and assists with needed repairs of sewer manholes and pipes for cracked and/or broken interior and exterior structures.
- Safely operates the closed-circuit television (CCTV) van to inspect sewer pipes.
- Inspects pre and post-construction of street utilities.

Streets & Drainage:

- Learns and performs all phases of asphalt and concrete patching, crack sealing, paving, curb, gutter and sidewalk repair and maintenance.
- Inspects and completes street striping and legends, including cross walk lines, and traffic control symbols, installs thermoplastic materials using a thermo propane torch, and maintains and repairs bike lanes.
- Inspects, creates, installs, repairs, and maintains streets signs following MUTCD regulations.
- Safely operates the closed-circuit television (CCTV) van to inspect sewer pipes.

- Operates a high pressure vacuum truck to excavate holes, unclog storm drains, remove debris from around pipes, clear catch basins, and various similar tasks; repairs cleaning hose as needed.
- Trims brush and other vision hazards along streets, planters, signage, and alleyways, mows grasses, and removes berries and other invasive plants.
- Inspects, cleans and maintains drainage system including ditches, inlets, lines, and storm drain catch basins, and reports blockages or other issues to the Superintendent.
- Applies deicer and/or sand to the streets during inclement weather.

Water Distribution:

- Installs water services, fire hydrants, air release valves, water valves, and restraining devices.
- Collects water samples and submits samples for lab testing.
- Flushes water mains and dead end lines based on water sample results and a flushing schedule and responds to flow and pressure related concerns to perform necessary testing and repairs.
- Repairs water main breaks, replacing broken pipes, connecting new pipes to existing pipes, and installing and repairing water services.
- Installs customer service lines and water valves in a variety of sizes appropriate to customer's water meter and completes repairs of water valves in various sizes.
- Monitors water main taps in a variety of sizes and maintains level oils.
- Inspects, installs, maintains, tests, and removes water meters.
- Handles utility billing service orders to include water turn on/shut off orders, leak detection, and repair of broken parts.

Water Restoration:

- Conducts routine maintenance, cleaning, painting and repair of buildings, pumps and other equipment as directed.
- Assists in the operation, maintenance and cleaning of the Solids Thickening and Dewatering equipment.
- Assists the Treatment Plant Operators and Mechanics as needed.
- Operates heavy equipment such as the water tanker truck to deliver water to the plant.
- Safely operates a forklift to move objects and sludge boxes for scheduled hauling.
- Completes general ground maintenance at the Water Restoration plant using lawn mowers, weed eaters, chainsaws, and other power and hand tools, and directs the work of contracted lawn maintenance employees.
- Completes repairs of the landscaping irrigation system as necessary.

Training and Experience (positions in this class require):

A High School Diploma or equivalent and 1 year of related experience, are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements (positions in this class require):

- Valid Oregon Driver's License Class C
- Valid Oregon Commercial Driver's License Class B with tanker endorsement (Water Restoration only at time of hire)

In addition, within 12 months of appointment incumbents require:

- Oregon Certified Flagger (excluding Water Restoration)
- Valid Oregon Commercial Driver's License Class B with tanker endorsement
- Forklift Certificate

Incumbents may be required to obtain CPR certification, Competent Person certification, and/or Confined Space Entrant, Attendant and/or Supervisor certification. Employees assigned to Wastewater Collection and Streets and Drainage will be required to obtain NASSCO Pipeline Assessment (PACP) and Manhole Assessment (MACP) certificates. Incumbents must be in possession of or have the ability to obtain any certification or license required by City, State or Federal agencies to work in assigned position.

Knowledge (positions in this class typically require):

Knowledge of:

- Safe use of hand tools and power tools;
 - Safety practices and OSHA standards;
 - G.I.S. mapping sufficient to locate utility structures;
 - Processes related to street maintenance, water distribution, sewage collection or wastewater treatment;
 - Hydraulics, water flows and pressures and pumps (depending upon assignment);
 - Asphalt and concrete repair and maintenance;
 - Traffic controls;
 - Safe operation of a motor vehicle;
 - Fundamentals of mechanics;
 - Personal computers and related software programs;
 - Applicable City policies and ordinances; and,
 - Applicable Federal, State, and local laws, rules and regulations.
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Skills (positions in this class typically require):

Skill in:

- Providing professional and courteous customer service;
- Safely operating large machinery, light and heavy equipment, and/or hand tools;
- Safely operating a motor vehicle;
- Troubleshooting, diagnosing, and repairing minor equipment issues;
- Properly using personal protective equipment;
- Working independently and as part of a work team;
- Understanding and following oral and written instructions and retaining information sufficient

to perform a variety of tasks.

- Basic computer operation and related software programs; and,
 - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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Physical Requirements:

Positions in this class typically require grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Incumbents may be subjected to mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions, intense noise and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime and perform standby duties.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council September 3, 2014, Resolution No. 14-6236

Revised February 11, 2016; June 22, 2018, January 1, 2021 (add Streets)