



## CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

### Utility Worker III

**FLSA Status :** Non-Exempt  
**Bargaining Unit :** Teamsters  
**Salary Grade :** TE5

#### **CLASS SUMMARY:**

The Utility Worker III is the third level in a seven level Utilities Operations Series. Incumbents may be assigned to Water Distribution, Wastewater and Stormwater Collection, and/or Water Restoration. Responsibilities vary based on assignment and include maintaining system operability, providing adequate fire flow and emergency water storage, preventing water loss, responding to customer concerns and system failures. Incumbents operate heavy equipment, hand and power tools, a motor vehicle and electronic equipment and cameras. Incumbents are expected to provide training and guidance to Utility Worker I/II, seasonal and temporary workers, and to lead work crews.

The Utility Worker III is distinguished from the Utility Worker II by its focus on skilled maintenance, leadership, experience, and advanced certification.

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#### **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:**

- Assists the Superintendent in administration of the crew by scheduling duties, overseeing assigned personnel to ensure efficient, cost effective and safe completion of duties and projects, and reporting progress, problems and concerns to superintendent.
- Instructs subordinate staff in the proper methods and techniques to carry out their duties in accordance with adopted policies, standard operating procedures and State and Federal regulation. Will provide constructive feedback and corrective instruction when necessary.
- Completes training necessary to obtain and/or maintain required certifications.

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

- Conducts research, completes documentation, and maintains required paperwork.
- Operates a gas monitor and blower for confined space entries, and completes required paperwork.
- Maintains job site safety in compliance with City policies and OSHA requirements.
- Responds to emergency calls, including after-hour response.
- Safely operates a motor vehicle, forklift, high pressure vacuum truck, dump trucks, back hoe, front loader, jackhammer, jumping jack, 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.
- Performs equipment maintenance tasks such as safety checks, lubricant application, fuel and minor repairs.
- Delivers professional and courteous customer service when responding to customer service requests, questions and complaints.
- Other duties of a similar nature as required.
- Directly inspects contractor installations/repairs and assures standards are followed.

Water Distribution:

- Installs water services, fire hydrants, air release valves, water valves and restraining devices.
- Calculates and orders supplies for backfill, thrust blocks, straddle blocks, asphalt restoration and similar tasks.
- Collects water samples, submits samples for lab testing, generates reports and maintains data collection records to ensure compliance with State mandates.
- 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 make repairs.
- Locates underground water lines, generates maps of the area, acquires TV reports of lines, and accurately marks locations.
- Chlorinates and de-chlorinates fire hydrants and water mains as needed.
- Oversees and completes utility final inspections, punch lists and performance bond inspections to ensure standards are met and corrections are completed.
- Conducts utility locates utilizing G.I.S. maps and sewer inspection reports.
- Tests, inspects, and/or repairs backflow devices; maintains accurate records and coordinates notification to affected citizens and business owners.

- Repairs water main breaks utilizing wrap around clamps, replaces broken pipes, connects new pipes to existing pipes, and installs and repairs water services.
- Inspects, installs, maintains and repairs water distribution infrastructure, creates daily records and reports in compliance with City policy and State and Federal requirements.
- 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, removes and repairs water meters.
- Operates and maintains underground boring equipment.
- Completes asphalt restoration by safely using vibraplate, compactor/roller, and flamer thrower.
- Repairs and replaces sidewalks and drive approaches, saw cuts, grades out concrete and orders materials.
- Manages traffic control by coordinating a traffic control plan, setting up control equipment and directing traffic.
- Responds to customer concerns and complaints regarding water issues.
- Handles utility billing service orders to include water turn on/shut off orders, leak detection, and repair of broken parts.

Wastewater and Stormwater Collection:

- Operates the TV truck to complete precise inspections of the wastewater and stormwater collection systems and provides technical information to supervisor, co-workers, contractors, homeowners, and the Engineering Division.
- Records and reports accurate data and mapping information.
- 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 and stormwater cleaning with use of proper nozzle and pressure selection based upon the type and size of pipe.
- Locates underground sanitary sewer and stormwater lines, generates maps of the area, acquires TV reports of lines, and accurately marks locations.
- Inspects and repairs wastewater and stormwater manholes and pipes for cracked and/or broken interior and exterior structures including computerized television inspection.
- Plans, schedules and performs repairs and maintenance of wastewater and stormwater mainlines, sewer force mains, air release valve and charcoal canisters.

- Oversees, inspects and signs-off pre and post-construction of street utilities, sewer and stormwater mainline repairs, and sewer lateral repairs within the Right of Way, and reports findings.
  - Manages traffic control by coordinating a traffic control plan, setting up control equipment and directing traffic to maintain traffic flow and work zone safety per OSHA regulations.
  - Responds to customer concerns and complaints regarding sewer and stormwater issues, and provides professional and courteous customer service.
  - Reports supply and inventory needs to maintain sufficient stock to complete work assignments.
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**Training and Experience** (positions in this class require):

A High School Diploma or equivalent and 5 years of directly related experience in a utilities environment 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.

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**Licensing Requirements** (positions in this class require):

- Valid Oregon Driver's License Class C and Commercial Driver's License Class B with tanker endorsement
- Forklift Certificate
- Oregon Certified Flagger
- OR DEQ Wastewater Collection IV Certificate (Collections only)
- OHA-DWP Water Distribution III Certificate (Water Distribution only)
- Backflow Inspector or Tester Certificate (Water Distribution only)
- Competent Person Certificate - Trenching
- Confined Space Supervisor Certificate

Incumbents may be required to obtain CPR certification, and 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.

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**Knowledge** (positions in this class typically require):

Knowledge of:

- Safe use of a large variety of hand tools and power tools;
- Water testing methods and techniques;
- Reading maps and utilizing G.I.S. to locate utilities;
- Safety practices and OSHA standards;
- Water distribution and sewage collection and/or wastewater treatment processes;
- Hydraulics, water flows and pressures;
- Equipment troubleshooting and diagnosis;
- Pump systems;
- Pipe fitting, plumbing, underground pipeline work and construction;
- Fundamentals of mechanics;
- Thorough understanding and implementation of Computerized Maintenance Management System (CMMS);
- Coding and paying invoices;

- City Standards and basic knowledge of the Municipal and Development Codes.
  - City pressure zones and distribution piping;
  - 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:

- Troubleshooting, analyzing, repairing and maintaining water and/or sewer systems;
  - Effective decision making and response to operational issues and emergencies;
  - Problem solving during emergent and non-emergent situations;
  - Effectively responding to and resolving questions and concerns from the public and subordinate positions;
  - Providing professional and courteous customer service;
  - Safely operating large machinery, light and heavy equipment, and hand tools;
  - Safely operating a motor vehicle;
  - Properly using personal protective equipment;
  - Leading a work team and working independently;
  - Computer operation and related software programs;
  - Working effectively with contractors, other City departments, citizens, and vendors;
  - Communication and interpersonal skills as applied to interaction with coworkers, supervisors, vendors, contractors, and the general public sufficient to exchange or convey information and to receive work direction;
  - Utilizing G.I.S., maps, and City records to locate utilities; and,
  - Understanding, following, and providing oral and written instructions and retaining information sufficient to perform a variety of tasks.
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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.

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**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.

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**Classification History:**

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

Revised February 11, 2016; June 22, 2018; November 21, 2019, June 1, 2023

Approved:

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Mandy Hayes, Human Resources Director

Date: \_\_\_\_\_

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Aaron K. Cubic, City Manager

Date: \_\_\_\_\_