

ORGANIZATION: City of Wood Village
Wood Village, Oregon

DEPARTMENT: Public Works Department

JOB TITLE: Apprentice Utility Worker

PURPOSE OF POSITION:

This is an apprentice/trainee position. Under supervision this individual performs a variety of unskilled and semi-skilled custodial, maintenance, repair and upkeep work. Individual performs maintenance and upkeep on City buildings, park, streets, grounds, street trees and storm sewer systems. Operates park maintenance equipment and other construction equipment. Performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

Performs maintenance and cleaning of work areas, shop floors, park rest rooms and light maintenance of vehicles and equipment. Irrigate and mow grass and weeds, trim lawns and plants using push mower, tractor mower, weed eater, edger, brush cutter, and hand tools. Litter pick-up and recycling. Trail maintenance. Clean storm water catch basins, maintain drainage ditches and catch basin stenciling. Trainee for water meter reading trainee for water and sewer line leak repairs, break repairs and meter repairs. Helps in the removal of snow and ice.

AUXILIARY JOB FUNCTIONS:

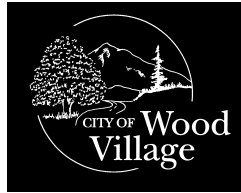
Assist other personnel within the department as workload and staffing levels dictate. Maintain work area in a clean and orderly manner. Maintain friendly, positive attitude with all public contacts.

JOB QUALIFICATION REQUIREMENTS:

Basic knowledge of materials, tools, supplies and equipment used in general maintenance work, safety practices and equipment.

MANDATORY QUALIFICATIONS:

Applicant must possess, or have the ability to obtain, a valid Drivers License with a safe driving record; have a high school diploma or GED. Knowledge of basic methods supplies and tools used to perform duties. Maintain an effective working relationship with the public and co-workers.



DESIRABLE QUALIFICATIONS:

Understand and carry out oral and written instructions. Perform heavy manual labor in all weather conditions.

TOOLS AND EQUIPMENT USED:

Construction tools include power saws, nailers and drills. Maintenance work involves push mower, tractor mower, weed eater, edger, brush cutter, and hand tools.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility over various terrain. Many duties are physically demanding requiring the movement of materials weighing up to 50 pounds. Duties require regular operation of light equipment, use of hand and power tools, jackhammer, chain saw, shovels, etc. Activity and types of duties performed require manual coordination and dexterity.

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 essential functions.

WORKING CONDITIONS:

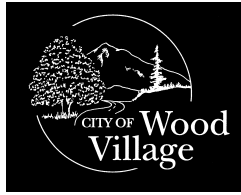
The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The majority of duties take place outside of buildings with exposure to all types of weather conditions and terrain.

SUPERVISION RECEIVED:

Works under the general supervision of the Public Works Services Manager.

SUPERVISION EXERCISED: None.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

February 2002