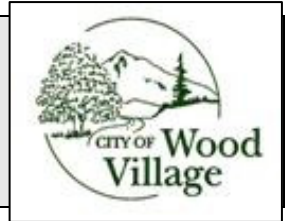


Position Description:	Utility Worker III
Department:	Public Works
Supervised By:	Public Works Director
Supervision Duties:	Lead Utility Worker
Employment Status:	Non Exempt



GENERAL DESCRIPTION

Performs job duties independently or under limited supervision. Performs a variety of skilled construction, custodial, maintenance, repair, and upkeep work on the city's park, buildings, and streets. Performs maintenance, upkeep and inspections of city's public water supply, wastewater collection, and storm sewer systems. Operates utility service equipment and other construction equipment. Receives formal and informal education and on the job training, working toward an understanding of project management, scheduling, materials acquisition, project planning, and entering data and tracking data using computers and computer software. With appropriate experience, identify unusual reading from the city's system monitoring equipment and report unusual reading to supervisor. Must be available to rotate for 24-hour on call duty and be within 20 minutes of work.

The duties and 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.

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.

ESSENTIAL FUNCTIONS

Core Competencies

Must meet the current position standards and core competencies required of all City of Wood Village employees as established in the city's Performance Management System.

Typical Duties

1. Demonstrates safe working practices utilizing all safety equipment provided by the City such as, but not limited to; confined space entry, traffic control devices and trench wall shoring equipment. Equipment may included body protection safety equipment for handling hazardous chemicals, metal welding protection, rotating equipment guards, gloves, gowns, eye and face shields.
2. Follows all safety rules and procedures, and contribute to the safety of co-workers and the general public.
3. Performs stationary equipment inspections.
4. Conducts equipment maintenance according to manufacturer's recommended procedures.
5. Clean and maintain facilities: water wells, sanitary sewer lift stations, pumps, general work areas, shop floors, park rest rooms, and perform other custodial duties as required.
6. Prepares work reports and maintains a variety of records.
7. Inspects and prioritizes maintenance and repair needs for grounds and building maintenance, water distribution system, and wastewater collection systems.
8. Reads, records, and performs weekly maintenance of all department chart recorders.
9. Reads water meters.
10. Enters information and tracking data using computers and computer software.

11. Inspects, maintains, and introduces chemical treatment to City public drinking water supply.
12. Conducts maintenance of water reservoir facilities.
13. Conducts maintenance of vehicles and stationary equipment.
14. Operates light equipment (mowers, light duty truck, etc...) and heavy equipment (backhoe/loader) as needed.
15. Repairs leaks and breaks in water meters, meter boxes, and water mains.
16. Removes water meters as required.
17. Maintain sewer collection and irrigation lines, and maintains fire hydrants.
18. Removes snow and ice – snowplow and road sander.
19. Irrigate, weed, and trim lawns and plants using riding/push mowers, tractor mowers, weed trimmers and brush cutters.
20. Perform park trail maintenance.
21. Clean and maintain drainage ditches and storm water catch basins.
22. Performs litter pick-up and recycling duties.
23. Write legibly and fill out forms.
24. Assists and provides leadership for other personnel within the department as workload and staffing levels dictate.
25. Interacts effectively to problem solve and work with citizens, community groups and/or contractors. Maintains a friendly, positive attitude with all public contacts.
26. Participates as an active Public Works Department team member and leader by contributing to program development and organization planning.
27. Performs responsibilities in a manner that clearly shows effective communication and cooperation and that promotes open exchange of information, respect, high ethical standards, and professionalism.
28. Maintains work areas in a clean and orderly manner.

NON ESSENTIAL FUNCTIONS

29. Other duties as assigned from time to time.

MINIMUM QUALIFICATIONS

Experience and Education

A high school diploma or G.E.D. One year experience in general maintenance, construction or public utilities, or equivalent education and experience.

Certifications and Licenses

1. Must have a current Oregon Driver's License or the ability to obtain one.
2. Must have an ODOT Traffic Flagger Certification or the ability to obtain one within 1 month.
3. Must possess a CPR/First Aid card or the ability to obtain one within 3 months.
4. Must possess a competent Trenching and Shoring Certificate or the ability to obtain one within 6 months.
5. Must possess a Cross Connection Inspectors/Backflow certification or the ability to obtain one within 1 year.
6. Must possess an Oregon Water Distribution Level II certification.
7. Must possess an Oregon Wastewater Collection System Level II or the ability to obtain one within 1 year.

Skills, Knowledge and Abilities

1. Ability to lead train, coach and successfully lead others.
2. Working knowledge of safety procedures and proper use of safety equipment.
3. Must be able to understand and carry out oral and written instructions.
4. Must be available to rotate for 24-hour on call duty and be within 20 minutes of work.
5. Basic knowledge of materials, methods, techniques, and regulations used in the construction, maintenance and operation of water production/distribution, sewer collection systems, streets, parks, equipment and work standards unique to public works projects.
6. Perform math calculations (addition, subtractions, multiplication and division).
7. Ability to function as a team member contributing positive support to the team.
8. Effectively communicate with other employees, contractors, and the public by telephone and in one-to-one, face-to-face setting.
9. Interpret and make decisions in conformance with established policies and practices.
10. Ability to operate a computer and use a variety of programs; maintain technical files both electronic and manual.
11. Work safely without presenting a direct threat to self or others.
12. Knowledge of or ability to learn job related material primarily through verbal instruction and observation.
13. Produce written document using proper English, sentence structure, grammar, and punctuation.
14. Knowledge of basic carpentry, painting, electrical, plumbing and equipment repair; methods, materials, tools, and equipment used in construction and landscaping maintenance.

PHYSICAL/MENTAL DEMANDS

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 terrains. Many duties are physically demanding requiring the movement of materials weighing up to 90 pounds. Duties require regular operation of light equipment, use of hand and power tools such as jackhammer, chain saw, and shovels. Specific vision abilities required by the job include close vision, distance vision and color vision and the ability to adjust focus. 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.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this job. Approximately 25% of the work period occurs outdoors with temperatures varying from zero to over 100 degrees, including rainy, windy, snowy or icy conditions. Work involves exposure to construction sites and related hazards, chemicals, paint, pollen, etc. Hearing protection and other safety related gear may be required for some work activities. Employee occasionally works with a display terminal for prolonged periods. May involve confined space entry.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.