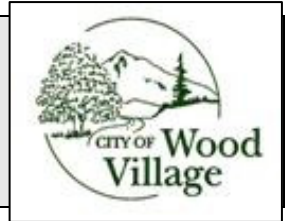


Position Description:	Utility Worker I
Department:	Public Works
Supervised By:	Public Works Director
Supervision Duties:	No
Employment Status:	Non Exempt



GENERAL DESCRIPTION

Under close supervision, performs semi-skilled duties related to building and grounds maintenance and repair, operation and repair of streets, sewer and water distribution and collection systems, and operation of park maintenance equipment. Uses hand tools, power tools and other construction and landscaping equipment. Expected to perform duties under close supervision while in training towards certifications in the areas of streets, sewer and water distribution and collection towards becoming a Utility Worker II. Oversight may be provided by a Utility Worker III. Must be available for rotating 24-hour, on-call duty and be within 20 minutes from 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 maintenance and cleaning of work areas, offices, floors, counters, windows, and restrooms.
4. Performs routine interior and exterior maintenance including painting, minor plumbing, and electrical repairs, and carpentry.
5. Mows, waters, weeds, prunes, and trims lawns, plants and trees.
6. Operates tractor mower.
7. Responsibly applies herbicides, pesticides and fertilizers under general supervision.
8. Performs routine maintenance on tools, vehicles and equipment. Maintains all appropriate records.
9. Reads and records customer's water meter usage levels.
10. Repairs water line leaks, breaks and meters.
11. Inspects, cleans, replaces, and repairs sewer and water lines, drainage culverts and catch basins.
12. Removes snow and ice, sands roadways and plows as necessary.

13. Maintains and repairs streets including cleaning and repair of sidewalks, curbs, gutters, road signs, and street surfaces.
14. Assists other personnel within the department as workload and staffing levels dictate.
15. Interacts effectively to problem solve and work with citizens, community groups and/or contractors. Maintains a friendly, positive attitude with all public contacts.
16. Participates as an active Public Works Department team member by contributing to program development and organization planning.
17. 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.
18. Maintains work areas in a clean and orderly manner.

NON ESSENTIAL FUNCTIONS

19. 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 obtain Traffic Flagger Certification within three (3) months of hire date.
3. Must possess or be able to obtain within twelve (12) months of hire date, an Oregon Water Distribution Level I certification, and a CPR/First Aid card.

Skills, Knowledge and Abilities

1. Working knowledge of safety procedures and proper use of safety equipment.
2. Must be able to understand and carry out oral and written instructions.
3. 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.
4. Perform math calculations (addition, subtractions, multiplication and division).
5. Ability to function as a team member contributing positive support to the team.
6. Effectively communicate with other employees, contractors, and the public by telephone and in one-to-one, face-to-face setting.
7. Interpret and make decisions in conformance with established policies and practices.
8. Ability to operate a computer and use a variety of programs; maintain technical files both electronic and manual.
9. Work safely without presenting a direct threat to self or others.
10. Knowledge of or ability to learn job related material primarily through verbal instruction and observation.
11. Produce written document using proper English, sentence structure, grammar, and punctuation.
12. 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 60 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 75% 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.