

ORGANIZATION: City of Newport
DEPARTMENT: Public Works

LOCATION: Newport, Oregon
DATE: September 21, 2012

JOB TITLE: Utility Worker (I, II, III, Senior) - Water Distribution

PURPOSE OF POSITION:

Under the supervision of the Water Distribution Supervisor, the Utility Worker position in the Water Distribution Division primarily ensures delivery of safe and clean drinking water through maintenance, construction and repair of water distribution pipes, hydrants, booster stations, metering devices, and other infrastructure within the public right-of-way and on public owned facilities and easements. The Water Distribution Division is part of the Public Works Department.

JOB CLASSIFICATION RANGES:

Utility Worker I – Range 7
Utility Worker II – Range 8
Utility Worker III – Range 9
Senior Utility Worker – Range 10

This position is non-exempt and is part of the Newport Employee's Association organized labor agreement.

ESSENTIAL JOB DUTIES:

Utility Worker I and II

- Cut, fit, repair, tap, and clean water mains, pipes, valves, and fittings.
- Determine the location of water mains, storm systems, and sanitary sewer prior to construction work.
- Drive trucks of various sizes and weights in the loading, unloading, and hauling of various equipment, gravel and sand.
- Operate backhoe and compaction equipment.
- Perform manual labor involved in construction.
- Repair and maintenance of water system, including pavement cutting, trench digging and line cleaning.
- Clean and disinfect storage tanks and reservoirs.
- Excavate, backfill, and compact trenches.
- Install, maintain, and repair hydrants. Install hydrant meters.
- Maintain and repair valves and valve covers.
- Test water for chlorine, take samples to be submitted for bacteria tests.
- Place barricades, signs, and traffic cones, and direct traffic around worksite to protect worker and the public.
- Cut and patch asphalt.
- Install, maintain and repair water service meters and components such as the meter box, wheel valve, bypass, and counter.
- Lay, connect, test and disinfect water mains. Tap into water mains. Flush and clean water mains.
- Lay, connect, test, and flush service lines. Repair leaks in service lines
- Develop and maintain a positive working relationship with colleagues, supervisors, clients and others.
- Other duties as assigned.

Utility Worker III

- All duties of a Utility Worker I and II above.
- Evaluate work to be performed.
- Select type of material and equipment needed for project.
- Evaluate type of impact on public and private property.
- Notify public when affected with type of work and reason for work being conducted.
- Call for and maintain utility locates if excavation is going to be performed.

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

- Oversees the construction/maintenance work performed at the job site
- Ensure safety aspects and City procedures are followed, including traffic control, safety equipment, and safe working habits.
- Report work progress and completion to the Supervisor.
- Deal with public complaints and by questions by phone and in person.

Senior Utility Worker

- All duties of a Utility Worker I, II, and III above.
- Provides daily work direction and training to personnel in subordinate classifications
- Assign, evaluate and alter workloads of division personnel
- Act as Interim Supervisor in Supervisor's absence

JOB QUALIFICATION REQUIREMENTS:

SPECIAL REQUIREMENTS/LICENSES

- Possession of a valid Oregon driver's license.
- Possession of a valid Oregon Class B commercial driver's license within six months of hire.
- Flagger and forklift certification within six months of hire.
- First Aid/CPR within six months of hire.
- Other certifications as required by position classification.

KNOWLEDGE:

- Knowledge of field installation of underground utilities; construction; and maintenance and repair of heavy equipment.
- Knowledge of occupational hazard and effective/proper safety standards, practices and procedures related to equipment operation, heavy labor, and the use of hand and power tools and equipment.
- Familiarity with the operations, materials, methods, techniques, as well as the Federal and State guidelines used in water distribution.

SKILLS:

- Skill in the use of personal computers, various related software programs, standard office equipment, heavy equipment, including backhoe, and hand and power tools.

ABILITIES:

- Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public.
- Ability to write work reports and maintain records and logs; read and interpret technical manuals, work orders, blueprints, diagrams, and sketches;
- Ability to communicate effectively, both orally and in writing, with individuals and groups.
- Ability to operate heavy equipment and hand/power tools used in public works operations.
- Physical ability to perform the essential job functions.

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Utility Worker I

- High School Diploma or GED
- Minimum 1 year experience in related field
- **Oregon Water Distribution I certification within 1 year**

Utility Worker II

- High School Diploma or GED
- Minimum 2 years experience as a Utility I in water distribution and general construction. (3 years total experience)
- **Oregon Water Distribution II certification**
- Commercial Drivers License (CDL)
- Flagger Training and Certification
- Consistent availability and response to after-hours emergency call-back
- 3 CEU or equivalent classroom hours in Water Distribution construction, operation and/or maintenance within the last 5 years
- Confined Space entrant and attendant training
- Oregon OSHA Competent person certification for trench and excavation construction
- Proficiency in routine vehicle maintenance, service, and refueling
- Demonstrated knowledge of personal protective equipment (PPE) application, use, and care
- Proficiency in identifying and working with and around utility locates (call in, identify markings)
- Understanding and proficiency of radio communication protocol
- Backhoe operator certification.
- Demonstrated skills in the following activities:
 - Knowledge of area (locations, addresses)
 - Computer basics (email)

Demonstrated knowledge and ability to use the following equipment: Includes safety precautions, proper operation and user required care and maintenance.

- Jackhammer
- Air Compressor
- Cut-off Saw
- Pumps
- Pressure Washer
- Concrete Saw (walk-behind)
- Compactors
- Chain Saw
- Front-end Loader
- Dump Truck – basic
- Jetter-vac – assist
- Aerial Bucket Truck

Utility Worker III

- Educational and Experience requirements of Utility Worker II position and the following:
- 4 years experience as a Utility Worker II (7 years total experience)
 - Credit for up to 2 years of experience for equivalent time of education at college, trade or technical school in related subject.
- +4 CEU or equivalent classroom hours in Water Distribution construction, operation and/or maintenance within the last 5 years
- **Oregon Water Distribution III**
- Confined Space entry Supervisor training
- Trenching and shoring “Competent Person” training

Senior Utility Worker

- Educational and Experience requirements of Utility Worker III position and the following:
- 7 years experience as a Utility Worker II or III (10 years total experience)
 - Credit for up to 2 years of experience for equivalent time of education at college, trade or technical school in related subject.
- Demonstrated proficiency in management of division personnel and equipment
- Demonstrated proficiency in budgeting and purchasing
- Proficiency in identification, calling in, maintaining, and performing utility locations
- Proficiency in creating and implementing Work Zone traffic controls

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to 30 pounds and occasionally lift or move materials up to 100 pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required about 90% of the work period while operating equipment such as computers, keyboards, telephones, standard office equipment, maintenance equipment, and motorized vehicles. Physical exertion may be required to move heavy objects, crawl through tight spaces, and kneel in confined areas. Physical effort may be required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location is primarily outdoors and may involve exposure to loud noise, dust, mud, uneven terrain and varying and extreme weather conditions. Employees in this position are exposed to the risk of physical harm from hazards found in the field environment such as heavy equipment, tools, loud noise, and extreme weather. Subject to 24-hour call back for emergencies.

SAFETY CONSIDERATIONS:

Employee will wear proper protective equipment in compliance with City policy and OSHA standards to include: safety glasses, hearing protection, gloves, hard hat, reflective vests and respirators when and where recommended/required.

SIGNATURES:

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbent Name	Incumbent Signature	Date
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Supervisor Name	Supervisor Signature	Date
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