

**SENIOR UTILITY WORKER – L& P**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**JOB OBJECTIVES**

To perform a variety of duties in support of the following utility programs; to conduct locates on underground primary and secondary power lines; to receive, stock, monitor, and deliver materials and supplies; to monitor and track active work orders; to perform light maintenance on tools, vehicles and equipment; to assist the line crews and meter readers as required; conduct residential weatherization audits; and to perform a variety of maintenance tasks relative to assigned area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Office Supervisor.

**ESSENTIAL JOB FUNCTIONS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Provide support to utility construction and maintenance programs; conduct locates on underground primary and secondary power lines; assist the line crews as required.
2. Locate and mark primary and secondary power lines; record results.
3. Monitor work orders and inventory levels; within established guidelines, order parts and supplies; receive, check, store and warehouse supplies; deliver materials and tools to work sites.
4. Perform light maintenance on tools, vehicles and equipment; coordinate and arrange for more complex repair work to be undertaken by other City or vendor staff.
5. Provide assistance to line crews in the field; perform flagging duties; maintain and clean limbs and brush from signs, lights and poles.
6. Repair and maintain Light and Power Department facilities and grounds; perform minor building repairs; coordinate more extensive building repair requirements; mow, trim and edge lawn areas; prune and trim shrubs; clear pathways.
7. Maintain warehouse and work areas in a neat and safe manner.
8. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Operations, services and activities of a public utility warehouse program.
- Methods and techniques of locating and marking underground electric services.
- Operational characteristics of maintenance and construction equipment and tools.
- Basic methods and techniques of inventory control.
- Basic methods and techniques of facilities maintenance.
- Methods and techniques of grounds maintenance.
- Basic methods and techniques of equipment preventive maintenance.
- Methods and techniques of traffic control.

**CITY OF FOREST GROVE**  
**SR. Utility Worker – L&P (Continued)**

Parts, materials, tools and equipment used in the maintenance and repair of electric distribution systems.

Occupational hazards and standard safety practices.

Principles and practices of record keeping.

Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Locate and mark underground electric utility lines.

Order, receive, process and distribute parts and materials for electric utility maintenance programs.

Maintain adequate stock levels to ensure work is not disrupted.

Read electric sketches, diagrams, maps and blueprints.

Operate a variety of maintenance equipment and tools including heavy and light power driven equipment and hand tools in a safe and effective manner.

Perform traffic control and flagging duties

Perform routine preventive maintenance on equipment, vehicles and tools

Perform routine building maintenance duties.

Perform grounds maintenance duties.

Perform heavy manual labor.

Ensure safety around work areas.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

**Education and Experience Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Two years of utility or underground utility experience. Utility locating experience preferred.

**License Required**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein 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 these essential job functions.*

**Environment:** Warehouse and field environment; travel from site to site; exposure to inclement weather conditions, noise, dust, grease, smoke, fumes, gases and heavy construction equipment.

**Mobility:** Incumbents require sufficient mobility to perform heavy, moderate or light lifting; to walk, stand or sit for prolonged periods of time; to bend, stoop, kneel and crawl; and to operate motorized equipment and vehicles.

**Vision:** Vision sufficient to read written materials and operate assigned equipment.