UTILITY WORKER I – PUBLIC WORKS

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 routine duties in the maintenance, construction and repair of City streets, water and sewer collection systems, and other related infrastructures; to operate maintenance and repair tools and equipment; and to perform a variety of maintenance tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED
Receives immediate supervision from higher level staff.

DISTINGUISHING CHARACTERISTICS
This is the entry-level class within the Utility Worker – Public Works series. This class is distinguished from the Utility Worker II – Public Works by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically an entry-level class, employees may have only limited or no directly related work experience.

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. Perform routine general maintenance, construction and repair duties on City streets, water and sewer collection systems, and other related infrastructures.

2. Perform curb, gutter and driveway maintenance duties; break up paved surfaces; set forms; mix, pour, spread and finish concrete.

3. Perform street maintenance duties; prepare surfaces for paving; patch potholes; mix, spread, shovel, rake and roll asphalt and chip seal surfaces.

4. Operate heavy and light equipment, and hand and small power tools including loaders, backhoes, dump trucks, pavers, rollers, tractors, fork lifts, chainsaws, shovels, and rakes; ensure all equipment is operated in a safe and efficient manner.

5. Place cones, barriers and signs to define the work area and protect co-workers and the general public; excavate and fill trenches and ditches.

6. Clean and perform minor maintenance work on equipment and facilities within an assigned area; clean and maintain all maintenance vehicles.

7. Repair breaks in water and sewer main lines; review maps for valve locations; set up traffic control devices and excavate materials; assist in repairing or replacing valves or mains.

8. Operate backhoe to remove debris and growth at storm drain outlets; operate dump trucks to remove and haul debris and materials.

9. Maintain, install and repair clay, galvanized steel, plastic, fiberglass and other types of pipes.
10. Operate a vactor, forklift, backhoe and other vehicles in the maintenance and construction of storm drains and sewer lines; perform confined space entry duties as required.

11. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:
Operations, services and activities of public works maintenance programs, including streets, sewer and water systems.
Methods, tools and equipment used in the installation, repair and maintenance of streets, water and sewer systems.
Operational characteristics of maintenance and construction equipment and tools.
Methods and techniques of traffic control.
Occupational hazards and standard safety practices.
Methods and techniques of confined space entry.

Ability to:
Perform routine maintenance and repair functions on City streets, water, and sewer systems.
Learn methods and techniques of repairing sidewalks, curbs, storm drains and related maintenance areas.
Learn methods and techniques of installing water system lines and devices.
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 heavy manual labor.
Ensure safety around work areas in high traffic.
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:
One year of maintenance and repair experience.

License or Certificate
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**: Field environment; travel from site to site; work or inspect underground; work around or operate heavy construction equipment; work in or with water; exposure to inclement weather conditions, noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals or waste and infectious materials.

**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; some positions may require the ability to distinguish color.