

UTILITY WORKER II – 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 journey level duties in the maintenance, construction and repair of City streets, water, and sewer collection and treatment systems, and other related infrastructures; to operate a variety of 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 general supervision from higher level staff.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Utility Worker – Public Works series. Employees within this class are distinguished from the Utility Worker I – Public Works by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit

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 journey level maintenance, construction and repair duties on City streets, water and sewer collection systems, and other related infrastructures.
2. Operate a variety of heavy and light equipment, and hand and small power tools including loaders, backhoes, dump trucks, pavers, rollers, vactors, cranes, tractors, sweeper, shovels, and rakes; ensure all equipment is operated in a safe and efficient manner.
3. Utilize electronic locating equipment and maps to locate and mark water and sewer mains and services; record results.
4. Locate and repair breaks in water and sewer main lines; lay water, sewer and storm lines; review maps for valve locations; set up traffic control devices and excavate materials; repair or replace valves or mains as needed.
5. Operate backhoe to remove debris and growth at storm drain outlets; operate dump trucks to remove and haul debris and materials.
6. Perform maintenance and repair functions on water meters; repair leaks; set new boxes and replace broken lids; replace broken meters and hook up to main services.
7. Perform street maintenance duties; prepare surfaces for paving; pave streets; patch potholes; mix, spread, shovel, rake and roll asphalt and chip seal surfaces.
8. Operate and maintain street sweeping equipment to clean streets and gutters.

CITY OF FOREST GROVE

Utility Worker II – Public Works (*Continued*)

9. Maintain, repair, install, test and service water distribution equipment including electric motors, pumps, water lines and television camera inspection equipment.
10. Perform curb, gutter and driveway maintenance duties; break up paved surfaces; set forms; mix, pour, spread and finish concrete.
11. Paint traffic control markings and stencils on pavements and curbs including cross walks and stop sign markings; install and maintain street signs; install raised traffic bars, guard rails and reflectors.
12. Provide traffic control in assigned maintenance areas; place cones, barriers and signs to define the work area and protect co-workers and the general public; excavate and fill trenches and ditches.
13. Operate a tractor, forklift, backhoe and other trucks in the maintenance and construction of storm drains and sewer lines; perform confined space entry duties as required.
14. Inspect, maintain and repair clay, galvanized steel, plastic, fiberglass and other types of pipes.
15. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
16. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a public works maintenance program, including streets, water and sewer 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.

Operational characteristics of streets, water distribution and sewer systems.

Methods and techniques of traffic control.

Methods and techniques of repairing sidewalks, curbs, storm drains, and related maintenance areas.

Methods, materials, tools and equipment used in the maintenance and repair of pumps, compressors and sewer lines.

Occupational hazards and standard safety practices including those used for entrance into confined spaces.

Basic mathematical principles.

General departmental policies and regulations.

Principles and practices of record keeping.

Methods and techniques of troubleshooting, testing and repairing meters.

Operational characteristics of diagnostic and troubleshooting equipment in assigned maintenance area.

Principles and practices of rough carpentry.

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

Ability to:

Perform journey level maintenance and repair functions on City streets, water, and sewer systems.

Install, maintain and repair mechanical systems in assigned maintenance areas.

Read maps, blueprints and diagrams.

CITY OF FOREST GROVE

Utility Worker II – Public Works (*Continued*)

Operate a variety of maintenance equipment and tools including heavy and light power driven equipment and hand tools in a safe and effective manner.
Locate and mark water and sewer mains and services.
Operate and maintain sanitary and storm sewer inspection equipment.
Conduct backflow/cross connection inspection.
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:

Two years of experience in public works maintenance and repair.

License or Certificate

Possession of an appropriate, valid commercial driver's license with proper endorsements.

As assigned, possession of an appropriate, valid Water Distribution I certificate.

As assigned, possession of an appropriate, valid Wastewater Collection I certificate.

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.