

**City of Pendleton**

**Job Description**

**Utility Worker 3 – Public Works**

|  |  |
| --- | --- |
| **Department**: Public Works  | **FLSA**: Non-exempt |
| **Reports to**: Public Works Superintendent or Water Superintendent | **Representation**: SEIU |
| **Pay Range**: Ranges 20-21  | **Date**: April 2020  |

**GENERAL POSITION SUMMARY:** *(Briefly describe why this position exists.)*

As a lead worker, performs skilled manual or operational tasks at an advanced journeyman level in the construction, maintenance, operation and repair of public works; does related work as required.

**DUTIES AND RESPONSIBILITIES:**

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.)*

1. Performs lead worker duties which may include assigning and reviewing work in the field, organizing work and providing direction to others, monitoring job sites for safety and proper work quality.

2. Performs skilled work on maintenance, repair and construction of water mains and water service lines; sewer lines and other drainage facilities; dirt, gravel, oil mat and paved streets, sidewalks, curbs and street sign.

3. Performs work of a skilled nature such as carpentry, welding, plumbing and equipment maintenance.

4. Operates light, medium and heavy equipment in the construction, maintenance or repair of public streets, water, sewer and buildings such as trucks, roller, tractor, backhoe, loader, grader or excavator.

5. Performs overtime and weekend standby duties as necessary

6. Make reports such as: equipment use, gasoline, mileage and work performed.

7. Conducts utility locates of city infrastructure.

8. Writes and updates standard operating procedures and work plans.

9. Is assigned responsibility for a specific utility worker function in Public Works, such as C&R Crew, Streets Crew, or Water Crew, or be cross-trained in one or more of these areas:

1. C&R Crew – Accountable for construction and repair related to public works’ infrastructure that includes, but is not limited to: water supply and distribution system, sewer collection system, storm drainage system, street network, facilities, and other city related infrastructure as assigned.
2. Streets Crew – Accountable for maintenance activities related to public works’ infrastructure that includes, but is not limited to: street signs, pavement markings, and sweeping; sewer collection system cleaning and inspection; storm drainage system cleaning and inspection; and other areas as assigned.
3. Water Crew – Accountable for maintenance activities related to public works’ infrastructure that includes, but is not limited to: water supply facilities, booster stations, reservoirs, valves, hydrants, and water meters; installation of water services; meter reading, re-reads, shut-offs, and turn-ons; and other areas as assigned.

**IMPORTANT FUNCTIONS:** *(List those tasks or duties that may be assigned, but are not essential to fulfill the job purpose; any ancillary job tasks, or those that take less than 5% of the time. All jobs have non-essential functions.)*

1. Operate a computer for training purposes as well as report writing, record keeping, etc.

2. Attends meetings and various training seminars or conferences as needed. Attends and provides staff support to a variety of City committees and task teams.

3. Responds to public inquiries.

4. Performs other duties within classification specifications as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(If the position is in a series, describe what separates this job from the others in the series.)*

This is a lead worker position and is distinguished from the lower levels by the requirement to operate heavy equipment (not required as a Utility Worker 1) and the presence of leadership responsibilities (not required as a Utility Worker 2). This position does require heavy equipment experience and leadership ability.

**JOB SPECIFICATIONS:**

1**. Education & Experience:** *(Education and experience requirements are minimum standards.)*

1. High School Diploma (or GED) is required. Must have ability to understand and carry out oral and written instructions, policies and rules in order to do job safely, and be able to complete forms and reports as required by the position.

b) Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. *(Check only one box.)*

[ ]  Less than 12 months

[ ]  1 – 3 years

[x]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: Minimum of 4 years of experience in truck driving, heavy equipment operation and operating the machinery and tools used in road construction, municipal operation and maintenance, public utilities construction or a related field.

c) Professional development to include assuming Direct Responsible Charge during absence of Superintendent. State of Oregon certification required at one level below overall system requirement for Direct Responsible Charge for water distribution, water treatment, and/or wastewater collection system

d) Any satisfactory equivalent combination of education and experience.

2. **Necessary Knowledge, Skills and Abilities:**

1. Knowledge of methods, techniques, tools, materials and equipment related to all aspects of maintenance and construction work.
2. General mechanical aptitude and ability to perform manual tasks without supervision.
3. Knowledge of City policies, procedures, regulations, and codes related to area of responsibility.
4. Knowledge of safety standards, practices and procedures applicable to area of assignment.
5. Ability to use information technology software and hardware for work orders, time reporting, data collecting, inventory and other applications related to operation and maintenance activities for the department.
6. Ability to communicate effectively, verbally and in writing, in English
7. Ability to read and understand written instructions, policies and operations manuals.
8. Ability to understand, analyze and interpret technical specifications.
9. Ability to respond to emergencies on a 24-hour basis.
10. Ability to manage projects and oversee the work of contractors and temporary help.
11. Ability to work independently in the absence of direct supervision.
12. Ability to maintain regular and predictable attendance to serve customers/interact with co-workers/supervisor/patrons/clients, etc., attend meetings, training, etc., or other face-to-face job requirements.
13. Ability to establish and maintain effective working relationships.
14. Ability to work as a positive and effective team member.
15. Ability to provide positive and effective customer service to all citizens, rate-payers, vendors and employees.
16. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
17. Ability to work efficiently and perform the essential functions of the job.

3. **Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. [x]  Must possess at time of hire or transfer, or obtain within one (1) year, an Oregon Class A Commercial Driver’s License (CDL).
4. [x]  Must be able to attain necessary level of State of Oregon required certification in accordance with time frame established by Department.

e) [x]  Must possess at time of hire, or obtain within one (1) year, qualifications to operate a forklift.

4. **Tools and Equipment Used:**

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software: *(Choose all that apply.)*

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[x]  Specialized or custom software

1. Vehicle - Pickup and trailer, dump truck and trailer, front end loader, backhoe, excavator, street sweeper, sewer truck, flusher truck, forklift, etc.
2. Variety of hand tools as well as power tools such as drills, saws, etc. used in performing maintenance and repair tasks.

5. **Supervision:**

1. This position supervises other staff. Positions supervised include Utility Worker 1 and 2.
2. This position does provide lead worker direction and will be expected to assign and review work in the field, and be able to provide direction and correction to subordinate employees in the absence of a supervisor.
3. This position reports to the Public Works or Water Superintendent. Supervision received is: *(Choose one)*

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

[ ]  General. Work is assigned more generally with the employee having some autonomy to determine the order or manner in which the work is completed. Policies and procedures exist.

[x]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

6. **Communications**:

1. Communications are: *(Choose one)*

[x]  Primarily with other City staff, vendors, and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be: *(Check any that apply)*

[x]  Complex

[x]  Controversial

[ ]  Confidential

[x]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

7. **Cognitive Functions**: *(Check the one that most closely aligns to position.)*

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.)

[x]  Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may determine their own practices and procedures. Routinely engages in autonomous problem-solving.

[ ]  Responsible for developing programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. May include developing and implementing policies, procedures or regulations.

8. **Problem Solving:** (*Indicate the nature of problems regularly encountered by this position. Check only one box.)*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[x]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

9.**Work Environment*:*** *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Work is performed primarily outdoors. Work is most often outdoors and includes exposure to weather extremes.
2. Strength Rating (see attached definitions) is: Heavy.
3. Strenuous physical exertion will be required.

d) Hazards include: (*Check all that apply and include the percentage of time exposed to the listed hazard.)*

[ ]  Office environment/no specific or unusual physical or environmental demands.

[x]  Work on and around heavy construction equipment:  **60-65%**

[x]  Exposure to toxic elements/hazardous chemicals:  **2-5%**

[x]  Work at heights in excess of 20 feet: **up to 1%**

[x]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.):  **10-20%**

[x]  Exposure to weather or temperature extremes:  **25-30%**

[x]  Isolation: **0-95%**

[x]  Exposure to light or noise extremes:  **45-55%**

[ ]  Regular travel outside the City: \_\_\_\_%

[x]  Risk of injury  **while lifting-5%; operating power tools-2%; shoveling-2%; being caught in moving machinery parts-less than 1%; falling on uneven footing-2%; falling objects-2%; loud noise-65%**.

[x]  Significant physical exertion required to **move heavy items by hand-5%; shovel-2%; operate cutoff saw-1%**.

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e) Flexible schedules are assigned with varying hours and work days. Variations include: *(Check all that apply.)*

[x]  Frequent or regular overtime

[x]  Subject to emergency call out

[x]  Split or night shifts

10. **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [x]  Input [ ]  Prepare [ ]  Forecast [x]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of purchasing: (Choose one)

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high level equipment/assets.

[x]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[ ]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification 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.*

Drafted: February 2012

Adopted:

Revised: April 2020

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Acknowledgement/Date Supervisor Approval/Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.