

City of Joseph Position Description			
Position Title:	Utility Worker - 1		
Job Code Number:			
Department:			
Position Type:	Non-exempt		
Date Originated:	6-1-21	Date Reviewed / Revised:	6-1-21
Position Purpose:			
<p>Under the direction of the Public Works lead, this position is accountable for performing a variety of skilled and semi-skilled tasks in construction, maintenance and repair of public works facilities, equipment, and systems.</p> <p>Supports work on street, water, and sewer projects. May be assigned to individual projects or repair assignments.</p> <p>This position is asked to keep abreast of departmental issues and the need for revised/additional policies and procedures that will assist in the operation of the solid waste transfer station and any state or federal laws and ordinance that effect the operation of the facility.</p>			
Nature and Scope:			
<ol style="list-style-type: none"> 1- General janitorial duties and routine maintenance of all city buildings, cleanup of city parks, road right of ways, open ditches, including vegetation control. 2- Road crew operations including construction, maintenance and repair of streets, alleys and right ways which include patching pavement, cleaning and repair of sidewalks, curbs, painting cross walks and curbs, snow removal, street sign replacement and repairs. 3- Installs, repairs, and maintains water distribution systems including monthly meter readings, testing, repair, replacement, installing new water lines and repair and maintenance of all old or broken lines, main lines, laterals, valves, fire hydrants, well pumps and water reservoirs and overall maintenance to assure trouble free operation of the wastewater treatment facilities. 4- Maintains city storm drainage system by cleaning and repairing ditches, storm drainage lines and catch basins. 5- Operates construction equipment including dump truck, backhoe, grader, mowers, trimmers, and various power tools. <p>This position must refer matters that involve problems that can develop negatively towards the City of Joseph or matters affecting the department's operating and capital budgets directly to the Public Works Lead.</p> <p>This position has contact with all City of Joseph departments, members, employees and providers and high standards of courteousness, performance, diplomacy, and respect for the citizens of Joseph.</p> <p>The incumbent must be able to set goals and priorities and represent the department in a professional manner.</p>			
Physical Hazards: Must develop and maintain proficient knowledge of handling, using and disposal of hazardous chemicals used the treatment of water and sewer. Must be proficient in job safety practices, complete assigned training.			
The foregoing description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills and efforts or work conditions associated with the job. It is intended to be an accurate reflection of the general nature and level of the job.			
Minimum Qualifications: Requirements - Required and/or preferred			
Education:	High School Diploma or GED.		
Background Check Drug testing	This position is subject to a background check in accordance with Oregon State Statutes. This position may be required to undergo a drug test prior to employment.		

Experience:	<p>A minimum of four (4) years of experience related to heavy equipment operations and plumbing.</p> <p>Knowledge about basic principles and practices of repair, maintenance construction and installation of streets, water lines and sewer lines. Safe use of vehicles, construction equipment, machinery, tools, required to perform duties assigned. Knowledgeable about safe hazards and safety precautions required to perform duties.</p> <p>Skilled in general mechanical aptitude, use of common hand tools/standard equipment used on construction and maintenance work, use of tools need in repair and maintenance of facilities and equipment, buildings, systems, water lines, wastewater collections and treatment, street repair and grounds keeping.</p> <p>Use of common hand tools and standard equipment used in waste material handling and maintenance work.</p> <p>Hazardous material recognition and safe handling procedures</p>
License(s):	Oregon State Driver's License, CDL Class B with Tank
Certification(s):	<p>During the annual employee evaluation, the incumbent must demonstrate continuous progress toward obtaining the Oregon State Certificates listed below through man hour experience collective documentation, classes/workshops attended, college classes attended and grades.</p> <p>Wastewater Treatment -1 Back Flow and Cross Connection Wastewater Collection-1 and 2 Water Distribution Operator- 1 and 2</p>
Computer / Typing:	

Essential Physical Requirements

Perform assigned tasks without close supervision; carry out oral and/or written instructions; perform manual tasks involving physical strength and endurance and withstand exposure to variable weather conditions Use of tools needed in operation, repair and maintenance of Public Works Facilities and grounds.

Physical Activity

Percentage of time (equaling 100%) during the normal workday the employee is required to:

Sit:	10%	Stand:	25%	Walk:	10%	Run:	
Squat:	10%	Bend:	10%	Twist:	10%	Lift:	15%
Kneel:	10%	Drive:		Climb:		Crawl:	
Reach above shoulder:				Other:			

Tools and/or Equipment:	Frequency		
	Occasional (01-33%)	Frequent (34-66%)	Continuous (67-100%)
Computer/Keyboard/ Copy Machine/Printer	X		
Telephone/Voicemail	X		
Hand tools powered/non-powered		X	
Powered heavy equipment		X	

Repetitive Use of Hands and Feet:

	Not Required	Occasional (01-33%)	Frequent (34-66%)	Continuous (67-100%)
Simple Grasping			X	
Pushing / Pulling			X	
Typing / Data Entry			X	
Fine Manipulation			X	

Lifting and Carrying:				
Weight to be manually lifted each normal workday. (Occasional 1 - 33%, Frequent 34 - 66%, Continuous 67 - 100%)				
	Not Required	Occasional	Frequent	Continuous
Up to 10 lbs			X	
Up to 20 lbs			X	
Up to 35 lbs			X	
Up to 50 lbs		X		
Up to 75 lbs	X			
Up to 100 lbs	X			
Over 100 lbs	X			
Sensory Requirements:				
Essential Functions				
The ability to take and follow direction as tasks are assigned.				
The ability to come to work promptly and routinely.				
The ability to communicate clearly, timely and effectively.				
The ability to organize and complete tasks.				
The ability to routinely work under stress and to deadlines.				
The ability to work well with others				
The ability to provide excellent customer service.				
The ability to comprehend daily activities.				
The ability to concentrate.				
The ability to learn, retain, and utilize knowledge, skills, and abilities.				

ACKNOWLEDGEMENT

I have read and understand the position description. I have reviewed all performance standards and understand that these standards will be used as criteria for evaluating my performance.

I hereby acknowledge that I currently hold, or will obtain within the amount of time specified, all required licensure and certifications listed in the minimum requirements section of the position description. I understand that it is my responsibility to maintain the required licensure and certifications (as applicable).

It is further understood that these requirements may be modified to reflect changes necessary in departmental and/or city needs.

Employee's Signature: _____ Date: _____