

City of Joseph Position Description

Job Title: Utility Worker – 1

Department: Public Works

Reports to: Public Works Director

Location: Throughout City of Joseph service area.

Position type and expected hours of work: Full-time

Typical work hours and shifts:

- Monday through Friday, 7 am through 3:30 PM (subject to change)
- May require work outside these days and work hours if called out for special assignments or in an emergency.
- May require overtime

Union Eligibility:

FLSA Classification (Classification is based on current job duties and may be subject to review): Non-exempt

Salary Grade/Level/Family/Range: Wage Level 5 (\$18.20/hr. - \$24.15/hr.)

Supervisory responsibilities: None.

Date Originated: 6/1/2021

Date last reviewed/revised: February 2026

Position Summary/Purpose:

Performs skilled and semi-skilled work in the construction, maintenance, and repair of City public works facilities, infrastructure and systems including but not limited to streets, water distribution systems, wastewater collection systems, storm drainage systems, parks, and other public facilities. Work may be assigned to individual projects or repair assignments, or work as part of a crew operation.

Essential functions - the following are essential job duties that an employee must be able to perform, with or without reasonable accommodation. *Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

- Performs general janitorial duties and routine maintenance of all city buildings, cleanup of city parks, road right of ways, open ditches, including vegetation control.
- Participates in all Road Crew operations and performs functions including but not limited to construction, maintenance and repair of streets, alleys and right ways including but not limited to patching pavement, cleaning and repair of sidewalks, curbs, painting crosswalks and curbs, snow removal, street sign replacement and repairs.
- Installs, repairs, and maintains water distribution and wastewater collection infrastructure including but not limited to monthly meter readings, testing, repair, replacement, installing new water lines and repair and maintenance of existing lines,

main lines, laterals, valves, fire hydrants, well pumps and water reservoirs and overall maintenance to help assure trouble free operation of the wastewater treatment facilities.

- Maintains city storm drainage system by cleaning and repairing ditches, storm drainage lines and catch basins.
- Operates construction equipment including but not limited to dump truck, backhoe, grader, mowers, trimmers, and various power tools.
- Assists in emergency response related to public works infrastructure.
- Maintains required records and documentation.

Competencies – The following are skills and behaviors necessary to perform the essential functions of the position.

Skills and Technical Competencies:

- Knowledge of 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 safety hazards and safety precautions required to perform duties.
- Skilled in general mechanical aptitude including but not limited to the use of common hand tools/standard equipment used on construction and maintenance work.
- Knowledgeable in the maintenance of facilities and equipment, buildings, systems, water lines, wastewater collections and treatment, street repair and grounds keeping.
- Use of common hand tools and standard equipment used in waste material handling and maintenance work; ability to repair tools.
- Hazardous material recognition and safe handling procedures.
- Must develop and maintain proficient knowledge of handling, using and disposal of hazardous chemicals used in the treatment of water and sewer.
- Must be proficient in job safety practices and complete assigned training.

Behavioral Competencies

- Must be able to maintain high standards of conduct, courteousness, performance, diplomacy, and respect for the citizens of Joseph and all other departments, members, employees and providers associated with City of Joseph, treating everyone with respect and providing excellent customer service.
- Reports operational issues or concerns that may negatively impact City infrastructure, operations, or public safety to the Public Works Lead in a timely manner.
- Advise supervisor timely about any issues that may affect the operation of facilities and infrastructure.

- Must be able to set goals and priorities and represent the department in a professional manner.
- Maintains regular and dependable attendance and punctuality consistent with policy.
- Accepts supervision, follows verbal and written instructions, and completes assigned work in a timely and professional manner.
- Organizes, prioritizes, and completes assigned work accurately and within established timeframes.
- Communicates clearly and professionally with supervisors, coworkers, and members of the public.
- Works independently and as part of a team with minimal supervision once trained.
- Maintains focus and performs effectively in a stressful, fast-paced environment, including during emergency or time-sensitive situations.
- Demonstrates the ability to learn, retain, and apply job-related knowledge, skills, and safety procedures.

Required education and experience:

- Minimum High School Diploma or GED.
- Minimum of four (4) years of experience related to heavy equipment operations and plumbing.

Additional eligibility requirements (Certifications, industry-specific experience, and experience working with certain equipment or programs)

Licenses

- Must possess and maintain a valid Oregon Class B Commercial Driver's License with Tank Vehicle Endorsement.

Certifications

- The incumbent is expected to obtain the following Oregon State certifications within three (3) years of hire.
 - Wastewater Treatment Level 1
 - Backflow and Cross Connection
 - Wastewater Collection Level 1 and 2
 - Water Distribution Operator Level 1 and 2

During the certification period, the incumbent is expected to demonstrate measurable progress toward attainment of the required certifications. Progress may include documented qualifying experience hours, completion of required coursework or training, and examination attempts as applicable. Progress will be reviewed as part of the employee's regular evaluation process.

Failure to demonstrate ongoing effort toward certification or to obtain the required certifications within the specified timeframe may affect continued employment in the Utility Worker I classification.

Other:

- Must successfully pass a background check in accordance with Oregon State Statutes and City policy.
- Drug and Alcohol Testing – Initial employment is contingent upon successful completion of a pre-employment drug test. Further drug and alcohol testing of incumbents is conducted in accordance with City policy and applicable federal standards.

Working Conditions/environment: *the work environment characteristics described here are representative of those an employee encounters while performing the job's essential functions.*

Work is performed both indoors and outdoors in a variety of weather and environmental conditions. Incumbent is regularly exposed to heat, cold, rain, snow, wind, and varying terrain. Duties may involve exposure to dust, noise, vibration, traffic hazards, moving mechanical equipment, and confined spaces. Work may occur near water, wastewater, chemicals, or other materials associated with public utility operations.

The position requires availability to respond to emergency situations, including but not limited to water main breaks, sewer overflows, weather events, and other infrastructure-related incidents, which may occur outside of normal working hours.

Appropriate safety equipment and personal protective equipment (PPE) are provided and must be used in accordance with established safety policies and procedures.

Physical demands:

Physical requirements described are representative of those necessary to successfully perform the essential functions of this position.

- The position requires the ability to continually perform physically demanding work associated with public works and utility maintenance activities. Duties involve a combination of standing, walking, bending, kneeling, crouching, climbing, lifting, carrying, pushing, pulling, and reaching.
- Incumbent must possess sufficient strength, endurance, and mobility to safely operate tools, equipment, and vehicles and to perform manual labor tasks for extended periods.
- These physical demands may include but are not limited to:
 - Lifting and carrying materials and equipment weighing up to 50 pounds.
 - Operating hand and power tools requiring manual dexterity.
 - Operating powered heavy equipment.
 - Frequent grasping, pushing and pulling activities.
 - Entering and exiting vehicles and equipment repeatedly.
 - Work in confined spaces when necessary.
 - Maintain balance while working on uneven or slippery surfaces.
- Regular use of office equipment such computers, keyboards, copy machines, printers, telephones and voicemail.

Travel required:

- Routine travel within the City of Joseph service area is required as part of duties.
- Occasional out-of-area travel may be required to attend training, conferences etc.

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.
