

CITY OF NEWBERG POSITION DESCRIPTION

Class Title:	Utility Technician I	Range:	132 - Represented
Department:	Public Works	FLSA Status:	Non-Exempt
Division:	Maintenance	Date:	June, 2016

GENERAL PURPOSE

Performs a variety of unskilled or semi-skilled maintenance work and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, wastewater, street maintenance, storm drainage, grounds, buildings, facilities, and other utility systems.

SUPERVISION RECEIVED

A Utility Technician I works under the direction of the Public Works Maintenance Superintendent or the Public Works Maintenance Supervisor. A Utility Technician I may receive work guidance from a Utility Technician II or Maintenance Lead/Crew Chief.

SUPERVISION EXERCISED

May provide work guidance or direction to entry level probationary employees or seasonal help positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, system cleaning, etc.

Responds to complaints regarding water leaks, pressure loss or no water, wastewater plugs or spills, street hazards, storm drainage, grounds or facility problems. Evaluates situations and explains findings to Maintenance Lead/Crew Chief, Public Works Maintenance Supervisor, or Public Works Maintenance Superintendent.

Contacts residents and business owners in areas affected by maintenance activities, explains impacts on system or area, and when it will be returned to normal service.

Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand. Operates tractors, mowers and loaders as assigned.

Performs all duties in conformance with appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, in maintenance, repair, and construction of the storm/street, wastewater, water, and facility systems.

Required activities include pavement cutting, and removal, asphalt installation and repair, concrete pouring and finishing, utility ditch digging and cleaning, construction of manholes and catch basins, cleaning of wastewater, storm and water mains, pipe repair, installation and backfilling. Cutting, fitting, installation and repairing of water mains, installing taps, service lines and meters, installation of fire hydrants and valves, repair of buildings and facilities, and other duties as may be assigned. Duties may include assisting other divisions of Public Works Maintenance including Water, Wastewater, and Facilities.

Operates a variety of power construction and maintenance equipment used in water, wastewater, storm/street, grounds and facility maintenance activities.

As a Utility Technician I in the Public Works Maintenance Division, you are considered a "First Responder" which is considered essential personnel. This means that in the event City offices close due to inclement weather, etc., you are still required to report to work for your scheduled shift, as well as any overtime or extra hours required.

As a Utility Technician I position is subject to a rotating "on-call" schedule after training has been completed.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

SPECIAL REQUIREMENTS

- Valid state driver's license; Class A CDL required within sixty (60) days of appointment.
- Training and certification to be completed within one hundred-eighty (180) days of appointment:
 - ✓ Public Agency Work Zone Traffic Control Class and Flagger Certification.
 - ✓ Cave-in Protection/Competent Person training.
 - ✓ CPR/First Aid and AED Certification.

In addition, at least one of the following Certificates/Licenses may be required to be eligible for Step 8 or higher on the salary schedule as determined by the Public Works Maintenance Superintendent:

- Public Pesticide Applicators License, including Right of Way, Ornamental and Turf Herbicide, or Regulatory Weed Control,
- Certification as Water Distribution System Operator I or higher.
- Wastewater Collection Systems Operator I or higher.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or GED equivalent.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- General knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
- Basic knowledge of computer operation; Ability to utilize computer for record keeping, reports, and operation of maintenance programs.
- Skill in operation of some of the listed tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time.
- Ability to complete daily activities according to work schedule.
- Ability to walk and stand for long periods of time.
- Ability to work outside in varying weather conditions.
- Ability to work and use tools and equipment safely and to wear task appropriate personal protective equipment.
- Ability to understand and follow written and oral instructions.
- Ability to establish effective working relationships with coworkers, other employees, and contract service providers.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, Nextel phones, Ditch Witch, and etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand; walk; and use hand/eye coordination, handle or operate objects, tools or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 100 pounds with assistance. Specific vision abilities required by this job include close vision, and the ability to adjust focus. Wear task appropriate personal protective equipment.

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. While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions.

The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

The employee will work in a variety of locations with varying hazards. The employee will be provided with appropriate safety training and equipment. The employee will be exposed at various times to hot or cold temperatures, high humidity, fall hazards, rotating or moving machinery, common electrical hazards and hazardous noise areas. In addition, there is the possibility of exposure to chemical hazards, biological hazards and laceration hazards. Employee is required to wear task appropriate personal protective equipment.

The position 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.

Revision History:	March, 2004	
	February, 2005	Class A CDL requirement added.
	May, 2010	Public Agency Work Zone Traffic Control Class and Flagger Certification.
	March, 2013	Position title and supervisory details revised.