



**POSITION DESCRIPTION**  
CITY OF OAKRIDGE

**Classification Title: UTILITY WORKER I**

<b>FLSA STATUS/TYPE</b>	Non-Exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>BARGAINING UNIT</b>	AFSCME	<b>PAY GRADE</b>	\$21.75-\$25.98/hour (DOE)
<b>DEPARTMENT</b>	Public Works	<b>REPORTS TO</b>	Maintenance Supervisor

**POSITION QUALIFICATIONS**

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: demonstrable ability to perform general manual labor maintenance tasks. Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

Current & valid state issued Driver’s License and the ability to obtain an Oregon Class-A Commercial Driver’s License with Air Brakes and Tanker endorsements within 1 year of employment. High school diploma or GED required.

**DISTINGUISHING JOB CHARACTERISTICS**

Under general supervision, performs entry level and semi-skilled maintenance and general labor tasks in various parts of the Public Works Department. Employees will be assigned to perform tasks for Streets, Parks, Sewers, and Wastewater Treatment. Specific duties performed will vary according to the nature of the work and the specific objectives and priorities of the particular division to which the employee is assigned. Employee must demonstrate the ability to perform maintenance and general labor tasks in any division as required by the Community Development Director and Public Works Maintenance Supervisor. Performs emergency and on-call work after regularly scheduled shifts, including on some weekends and holidays.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Performs manual work in all types of weather and other working conditions. Loads, unloads and moves heavy objects, digs ditches, pours concrete, pile and stacks supplies, shovels gravel and dirt, etc.

Assists in maintaining condition of equipment and tools. Performs routine servicing and washes and waxes vehicles and other equipment as directed. Inspects all equipment on a periodic basis to ascertain proper and safe operation. Recognizes existing and potential hazards, and notifies supervisor of needed repairs to initiate corrective action.

Operates a variety of power tools and equipment and uses various hand tools to assist in performing assigned job duties and responsibilities. Completes routine equipment maintenance and mileage reports. Maintains casual contact and good public relations with the general public to answer routine questions regarding work in progress, general timeframes and other inquiries. Refers difficult, sensitive or technical inquiries to supervisor.

### **Examples of Work Specific to Assigned Division:**

**Water** - assists in turn-on and turn-off operation of water main valves, reads meters and reports values to Billing Clerk, performs turn on and turn offs of customer service lines, repair of water main breaks, installation of taps and services, installation of new water mains, and maintenance of operation of fire hydrants, regular service lines, and appurtenances. Digs ditches, shovels materials for back fillings, and assists in patching curbs, streets, and sidewalks, laying concrete and restoring lawns. Operates a jack hammer, pipe saw, hydraulic cutters, tapping machine, air compressor, pumps, mowers, pipe pushers and other equipment and tools. Performs all tasks associated with water system construction and maintenance. Assists in maintenance at water treatment facility.

**Wastewater** - runs jackhammer to extract asphalt, assists with concrete and masonry work for sidewalks, streets, manholes, curbs and other structure. Operates equipment and dump truck; lays pipe, and repair and installs sewer mains. Performs plumbing and pipefitting. Assists in maintenance of wastewater plant.

**Streets** - repairs streets, curbs, catch basins and alleys. Operates a street sweeper, leaf removal machine, snowplow, truck, and other vehicles and equipment. Seals crack in concrete and asphalt by using hot tar, installs signposts, builds forms for concrete, and paints traffic lines. Picks up and removes dead animals from streets and public areas. Picks up garbage, refuse and bulky items from streets, alleys and public areas.

**Parks** – hand mows grass, picks up litter, shovels, cleans walks, and rakes leaves. Spreads weed killer with hand-held applicator and "tow-behind." Operates large tractor mower to mow large grass areas. Cleans and repairs park equipment and facilities. Operates a brush chipper to dispose of trees branches. Drives and operates truck.

**Building Maintenance** - routine building maintenance of city-owned buildings, including washing windows and floors, painting, replacing glass, repairing and replacing plumbing fixtures, etc.

### **SCOPE OF SUPERVISION**

None (unless temporarily assigned limited supervisory duties).

## **EQUIPMENT OPERATED**

Tractors; dump trucks; pick-up trucks; vacuum; lawn mowers; weed eater; chainsaw; jack hammer; pick; shovel; pruners; sprayers; plow; tripod; drill press; press; rollers; paint compressor; paint walker; mixer; power saw; drill; pipe saw value tender; tapping machine; water cracker; line locator; leak detector; metal locator; flashing light and hydraulic cutters; air grinder; hand tools.

## **CONTACTS WITH OTHERS**

General public; other city departments; contractors.

## **CONFIDENTIAL DATA**

None.

## **WORKING CONDITIONS**

Exposure to heat, cold, humidity, noise, dampness, fumes, noise, dirt, darkness, fog, traffic, dust and other unpleasant working conditions. The employee must use standard safety precautions due to exposure to injury from equipment and work requirements. Employee must also pass pre-employment drug screening and is subject to random drug screenings.

## **USUAL PHYSICAL DEMANDS**

**The following physical demands are *typically* exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability:**

While performing duties of this job, the employee frequently stands and walks for extended periods of time, uses hands to hold and control equipment; reaches with hands and arms, climbs and balances, and stoops, kneels, crouches, and crawls. Employee must occasionally lift heavy objects while leaning over or in various unbalanced positions. Normal vision demands.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of routine manual labor work methods; building and grounds maintenance methods, tools, materials and supplies; electrical, mechanical and general construction trade methods (desirable); motor vehicle laws; work hazards and safety precautions.

Ability to understand and follow instructions; perform indoor and/or outdoor work for extended periods of time under varying and possibly adverse weather and working conditions; work at hours (days and nights) other than regularly scheduled; lift and move

heavy objects; perform assigned duties without close supervision; occasionally direct the work of other employees if designated to do so; drive in a safe, responsible manner; maintain routine records.

Skill in safe and effective operation of job vehicles, equipment, and tools.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

### MANAGEMENT APPROVAL

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Administrator Date

### EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will effectively perform, the duties & requirements specified in this job description.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Employee Date

*Updated 12/20/2022*