

CITY OF MERRILL
UTILITY WORKER II
JOB DESCRIPTION

Purpose of Position:

Under the direction of the Public Works Director performs a variety of work in the construction, modification, maintenance, repair and operation of City infrastructure , including streets, traffic controls and structures, storm and sanitary sewers, water systems, park, landscapes and street trees; and performs related work as required.

Supervision Received and Exercised:

May exercise technical and functional direction over Utility Worker I, volunteers or seasonal staff.

Examples of Essential Job Functions:

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job. This class is distinguished from Public Works Director in that the latter performs more complex work that requires additional knowledge, skills and certifications as listed below:

When Performing the Street Maintenance Assignment:

- Participates in providing for the maintenance and repairs of City streets and roadways, including ditches, storm drains/culverts, patching, painting and striping, right-of-ways, grade and gravel roads, street signage and repairing and reconstructing streets.
- Performs a variety of weed abatement duties to eliminate hazards to vehicles and pedestrians .
- Maintains city streets, right-of-ways and alleys to ensure safe and efficient access for the public.
- Plows streets and sidewalks during snow/ice storms as required.
- Participates in identifying streets eligible for Grant funding (i.e. SCA Grants).
- Works in conjunction with Public Works Director and City Recorder in putting together bid packets for Street paving projects.

When Performing the Water Distribution Systems Assignment:

- Inspects water services for compliance with established codes and/or damaged or worn parts and makes repairs as necessary, including pump stations.
- Collect water samples (nitrate, sodium, etc. tests) as required by State permits.
- Participates in sanitary survey reviews.
- Takes well measurements.
- Install/repair water and sewer lines and water and sewer services.

- Participates in installing and replacing water services, including installing parts and fittings and performing scheduled maintenance and making any repairs.
- Performs visual checks of meter conditions and connections to ensure efficient operations and reports damaged or non-functioning meters.
- Participates in reading water meters; participates in installing and replacing meters as necessary to ensure efficient operation; participates in replacing and maintaining meter boxes and lid covers; investigates leaks and reports malfunctions; completes order for meter repair and schedule outside maintenance as needed within the parameters of the budget.
- Assists Utility Billing by obtaining meter reads, turning water on or off, locking and unlocking meters and delivering notices.
- Performs location and marking for all City owned utilities.
- Participates in performing asphalt and concrete repair and patch work; removes trees, brush and debris to access water meters and boxes.

When Performing the Wastewater Collection/Storm Systems Assignment:

- Maintains wastewater lines to ensure continuous flow of City Wastes.
- Collect sewer samples as required by State permits.
- Participates in providing installation, maintenance and repair of wastewater mains and laterals.
- Installs and maintains wastewater manholes and makes minor repairs as directed.
- Participates in inspecting wastewater lines and manholes to ensure compliance with established codes.
- Maintains the City's wastewater collection system in a safe and sanitary manner to ensure safe conditions for the City, including repairing broken wastewater mains and parts and hydro-cleaning to ensure clean and open distribution.
- Participates in performing asphalt and concrete repair and patch work; remove trees, brush and debris from right-of-ways to access sewer main lines and laterals.
- Monthly inspection and greasing pumps, motor etc.

When Performing the Park and Public Restroom Assignment:

- Maintains park appearance including mowing, trimming, edging, fertilizing, watering lawns and landscaped areas and removing graffiti.
- Maintains parks and landscapes in a clean and safe condition, including picking up trash receptacles and cleaning and repairing restrooms.
- Participates in performing a variety of landscape construction duties, including planting flowers, shrubs and trees, pruning and repairing damaged trees, irrigating, mowing , fertilizing turf, trimming and planting, fertilizing and pruning shrubs.
- Operates specialized vehicles and heavy equipment related to the construction, maintenance and repair of the City park, landscapes, trees and related facilities, such as aerial lift trucks.

- Participates in installing and repairing irrigation equipment, including installing irrigation pipes, testing systems and making repairs.

When Performing all Assignments:

- Maintain a clean and orderly maintenance shop.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Operate equipment related to construction, maintenance and repair of City infrastructure, facilities and systems such as backhoe, grader, dump truck, tractor, mowers, weed eaters, gator and other tools as needed.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Install street barricades and cones and controls traffic around work sites to ensure safe conditions for the general public and City workers.
- Responds to after-hours emergencies.
- Performs related duties as assigned.

Job Qualification Requirements:

Mandatory Requirements:

High School diploma or GED equivalent; 2 years sewer or water maintenance and repair experience; or any equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licenses/Certifications:

- Valid Class C Driver's License with driving record acceptable to the City and the City's insurance carrier.

Possession or ability to obtain the following certifications within twenty-four (24) months of entry into the position:

- Grade II Wastewater Collection System Certificate from the State of Oregon
- Grade I Sewer Treatment Operator Certificate from the State of Oregon
- Grade 1 Water Distribution Operator Certification from the State of Oregon
- Confined Space Entry Certification
- Drinking Water Treatment
- Pesticide License

PHYSICAL DEMANDS AND WORKING CONDITIONS

Mobility: Heavy, moderate or light lifting, carrying, pushing and pulling

(50-100 lbs), walking, standing or sitting for prolonged periods of time; bending, stooping, kneeling, crawling, operating motorized equipment and vehicles, to climb and descend ladders, operate varied hand and power tools and construction equipment.

Vision: Visual acuity allowing safe operation of assigned equipment and tools.

Environmental Elements: Field environment; travel from site to site; exposed to extreme weather conditions, road hazards, vibration, confining work space, chemicals, mechanical and/or electrical hazards, potentially hazardous chemicals and fumes, work in or with water, noise, dust, grease, smoke, mud, sewage, sludge.

Hours of Work: Maintain regular job attendance and adherence to established work hours. Shares weekend on-call and monitoring duties with Public Works Director. May require working on rotating shifts, weekends and holidays.

THIS IS AN AT WILL POSITION.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor Signature

Approval: _____
Employee Signature

Date: _____
Supervisor

Date: _____
Employee

Adopted: Resolution #694
Date: August 13, 2013

Revision History: New Position