

ORGANIZATION:	City of North Plains	DATE:	Approved June 28, 2010
LOCATION:	North Plains, Oregon	APPROVED:	
DEPARTMENT:	Public Works Department	JOB TITLE:	Utility Worker III
TERM:	Full-time, Permanent		

PURPOSE OF POSITION: Under the direct supervision of the Public Works Director, the Utility III provides direct management, supervision of Utility Worker II / Part-time Utility Workers, and participation in implementing operations and maintenance programs related to the city's water system, streets, parks and other related public works projects. Ensures that field maintenance activities conform to the Oregon Administrative Rules for Public Water Systems and the Occupational Safety and Health Act regulations.

ESSENTIAL JOB FUNCTIONS:

Provides supervision over Utility Workers implementing the operations and maintenance programs related to the city's water, streets, surface water management and parks systems.

Makes recommendations regarding the need for the allocation of resources based on maintenance programs performance levels.

Assure citizen concerns regarding operation programs are handled promptly and appropriately. Is courteous and respectful, all the while using city resources cost-effectively.

Communicate with other department employees to effectively and efficiently coordinate work programs. Communicate with members of the general public in order to coordinate the work program and provide appropriate information about city activities.

Supervision of Utility workers includes the development and monitoring progress toward individual program goals and objectives. Establishing work plans and schedules to accomplish program goals and objectives set forth by the Public Works Director. Regular reporting of program accomplishment.

AUXILIARY JOB FUNCTIONS: Assist in repair, maintenance and cleanup of streets, water system, parks and buildings projects. Assist in the operation, repair and maintenance of city owned equipment. Performs lawn mowing, weed eating and parks cleanup as required. Assist in reading water meters monthly and with shut offs, of delinquent accounts as required. Installation of water lines or meters as requested. Documentation of work completed and equipment used.

Available "**ON CALL**" as requested for emergency situations.

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Follows all safety rules and regulations established for work areas and be an active member of the Safety Committee.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS:

A broad knowledge of practices, procedures and safety precautions, in any of the following areas: construction and maintenance of road, water, storm drainage systems, or the operation and maintenance of related equipment.

Equivalent to a High School diploma or (GED) and two years college training or the equivalent of technical short course training in public works related areas. Experience should consist of Ten (10) years of progressively responsible experience in public works maintenance activity including five (5) years of supervisory or lead worker responsibilities. Valid driver's license at time of appointment. Possession of or ability to obtain work zone traffic control certification, cross connection inspector certification, and water distribution certification level I within one year of employment.

Knowledge of equipment utilized in the operations, maintenance, and repair activities associated with building maintenance, water distribution, surface water management, street and parks systems. Ability to effectively communicate and provide training for crew members in areas of maintenance practices, regulatory compliance, and occupational safety. Knowledge of the principles, practices, techniques, and standards of park and facility maintenance. Knowledge of the principles, practices, and techniques of horticulture and landscape maintenance, including fertilization, mowing, aeration, irrigation and pest control. Knowledge of safety standards, practices, and procedures.

Supervisory skills shall include but are not limited to:

The ability to develop a positive working environment and effectively utilize all employees of the Public Works Department.

The ability to motivate and supervise employees in the Public Works Department. To effectively use oral and written communication in the performance of duties and responsibilities. To learn and implement city procedures, regulations and requirements with respect to procurement, safety, operations and organization.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. This position requires mobility. Duties involve moving materials weighing up to 25 pounds on a regular basis such as parts, materials, equipment, files, books, etc., and may infrequently require moving materials weighing over 90 pounds.

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WORKING CONDITIONS: 75% of the work period is in an outdoor working environment with exposure to all weather conditions, construction/maintenance equipment, chemicals, dust/dirt, etc., and may require hearing/eye protective devices. 25% of the work period may include inside maintenance work, daily paper work, etc. Work schedule may include evening hours and weekends.

SUPERVISION RECEIVED: Works under the direct supervision of the Public Works Director and City Manager.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.