

UTILITY WORKER I/II

DEFINITION

Performs a wide variety of semi-skilled and skilled maintenance and repair work pertaining to the City's facilities including; buildings, grounds, streets, water and wastewater facilities and systems, and other property; participates as a crew member on various construction and maintenance projects by assisting with pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, painting, asphalt/concrete installations and repair, and other general maintenance tasks; and performs directly related work as required. Work is performed under the immediate and general supervision of the Public Works Crew Supervisor.

DISTINGUISHING CHARACTERISTICS

Utility Worker I

Working under the immediate supervision, Utility Worker I is the entry-level in the Utility Worker series. Employees at this level receive in-service training in the less difficult and more routine semi-skilled tasks involving the routine maintenance and repair of City facilities, systems, buildings, grounds and equipment. As requisite skills and knowledge are developed, greater independence and full scope of responsibility is exercised. Some positions may be permanently allocated at Level I due to the limited nature of the work. Otherwise, positions in this class are usually flexibly staffed and incumbents are expected to advance to the higher level of Utility Worker II after successfully completing a probationary period, demonstrating proficiency and obtaining any additional requirements which are needed to meet the qualifications for the higher level class as determined by the department.

Utility Worker II

Working under general supervision, this is the journey level in the Utility Worker series. Employees at this level are expected to be fully qualified to perform the full range of utility maintenance and repair work, including that which requires a Class B commercial driver's license and/or additional required certifications specific to the functional area of assignment. Positions in this class are typically flexibly staffed and normally filled by advancement from the lower level of Utility Worker I, or if filled from the outside, require prior related experience.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to the following. For Utility Worker I, duties are performed at the trainee level.

- Assists with maintenance of water and wastewater distribution and collection systems. Repairs and maintains drainage, hydrants, water and sewer lines to ensure proper function; disassembles, rebuilds, cleans and overhauls/replaces valves, filters, pipe fittings and other assorted equipment; maintains accurate records of work performed;
- Performs general upkeep and maintenance of City buildings and property;
- Works as a crew member on construction and maintenance projects by assisting with tasks such as cutting pavement, digging ditches, cleaning manholes and lines, repairing pipes and main lines, laying pipe and backfilling soil, and painting, installing, maintaining and patching asphalt and concrete;
- Maintains, replaces, repairs and reads water meters;
- Observes safe work methods and makes appropriate use of related safety equipment as required;
- Performs a variety of ground maintenance activities, including mowing, edging, and trimming landscape areas as scheduled and painting pumps and pipes when needed;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner and relays questions and comments to supervisor to take action;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Thorough Knowledge of:

- Basic principles and practices of construction, maintenance, and repair activities specific to functional area of assignment;
- The safe and proper use of basic hand tools, power tools, and other related construction equipment;
- Mechanical servicing of pumps, motors, and valves;
- Basic safety principles and practices of maintenance and repair activities;
- Related Federal, State, and local ordinances and regulations governing specified maintenance operations;
- The techniques, methods, and materials related to construction and maintenance work in the area of assignment;
- The maintenance and operation of related light to heavy duty equipment used in functional area of assignment.

Ability to:

- Work independently with minimal supervision;
- Comply with specified safety regulations and procedures;
- Operate assigned heavy equipment, including backhoe and tractors;
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Understand and follow oral and/or written policies, procedures, and instructions;
- Prepare and present accurate and reliable reports containing findings and recommendations;
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Exercise integrity, ingenuity and inventiveness in the performance of assigned tasks.

Education and Experience:Utility Worker I

Possession of a High School Diploma or GED.

Utility Worker II (in additions to Utility Worker I requirements):

One (1) year of maintenance and construction experience that included responsibilities for basic maintenance and repair of water and wastewater facilities and equipment.

Note: A Combination of education and experience equivalent to those listed above may be considered as qualifying.

Other Requirements:Utility Worker I

Must possess and maintain the following;

- Valid California Class C or higher level driver's license and satisfactory driving record;
- Valid Grade I Certificate as a Water Distribution Operator issued by the California State Department of Health Services within one (1) year of appointment;
- Satisfactory certification as a forklift operator within 30 days of appointment.

Utility Worker II

Must possess and maintain the following:

- Valid California Class C or higher level driver's license record and California Class B driver's license within one year of appointment to Utility Worker II, and satisfactory driving.
- Valid Grade II or higher Certificate as a Water Distribution Operator issued by the California State Department of Health Services;
- Satisfactory certificate as a forklift operator, or must obtain such a certificate within 30 days of appointment.

PHYSICAL DEMANDS:

The physical and demands described here are representative of those that must be met by the employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.

Vision: Frequently see items between 12 inches and 20 feet away; frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.

Manual Dexterity: Frequently grasp, feel, type on a keyboard and pick up objects with fingers.

Strength and Mobility: Carry, push, pull, and reach items that are frequently up to 25 pounds and occasionally up to 100 pounds; to frequently climb, stoop, kneel, crouch, reach, stand, walk, sit, push, pull and maintain balance; to occasionally crawl.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both inside and outside in various types of weather, incumbents may work with constant noise; frequently be exposed to dust, grease, solvents/chemicals and electrical energy; occasionally be exposed to fumes, smoke or gases; frequently work on slippery or uneven surfaces, around machinery with moving parts, around moving objects or vehicles, or with hands in water; occasionally be exposed to pesticides; occasionally works below ground, on ladders or scaffolding, or in confined spaces.