



This description of overview and expectations does not constitute an employment agreement with the City of Gervais and is subject to change by the city as the needs of the city change.

JOB TITLE:	PUBLIC WORKS UTILITY WORKER	REPORTS TO:	PW SUPERINTENDENT
DEPARTMENT:	PUBLIC WORKS	SUPERVISES:	NONE
FLSA STATUS:	NON-EXEMPT	EFFECTIVE DATE:	OCTOBER, 2022

General Statement of Duties/Purpose of Position

Perform the operations and maintenance activities of public works functions including water and wastewater collection, treatment, and distribution; and related to the construction, installation, maintenance and repair of streets, facilities, and parks. Carry out duties in conformance with Federal, State, County, and City laws and ordinances.

Job Scope

Perform public works operations including water and wastewater collection, treatment, and distribution; and related to the construction, installation, maintenance and repair of streets, facilities, and parks.

Supervision Received: Work is performed under the direction of the Public Works Superintendent. Has latitude in performing daily activities related to public works maintenance as assigned and within instruction and established procedure and policy. Supervisory direction, State and Federal rules/regulations, and organizational and departmental protocols, guidelines, and SOPs dictate actions.

Supervisory Responsibilities: Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel.

Essential Job Functions/ Examples of Duties Performed

1. Perform work in the construction, maintenance, repair and operations of the City’s water and wastewater collection, treatment and distribution systems, streets, facilities, and parks. Order job equipment and materials.
2. Monitor, maintain, and repair pumping stations, reservoirs, and related equipment to assure water and wastewater system reliability.
3. Investigate service damage or disruption.
4. Inspect, maintain, repair, install, and operate storage tanks, valves, gauges, distribution meters, pressure regulators, data recorders, telemetry, pumps, motors, and other equipment related to the systems. Analyze and troubleshoot performance.
5. Direct and perform the inspection, installation, service connection, repair, and testing of water mains, storm water and wastewater collection lines, manholes, and catch basins. Test and monitor mains and laterals to confirm connections, breaks, or flow direction. Direct and perform the cleaning and flushing of water mains, wastewater collection, and storm lines and laterals, catch basins, and sumps.

6. Ensure proper inspection of roadways and sidewalks. Oversee and perform the installation, maintenance, and repair of roadway surfaces including seal and chip seal programs. Ensure the proper placement of dead-end barricades, guardrails, pavement marking, street signs, and other traffic control devices.
7. Operate a wide variety of departmental heavy equipment as necessary including backhoe, loaders, dump truck, tractors, and utility vehicles. Use a variety of hand and power-operated tools and equipment as necessary such as shovels, picks, hand and small riding mowers, grinders, tapping machines, power saws, drills, jackhammer, welders, and compressors. Operate shop and test equipment such as flow, volt/amps, sound/vibration, and pressure instruments.
8. Respond to public inquiries in a courteous manner; take and respond to calls from citizens, contractors, other utility companies, private businesses and other interested parties to diagnose and troubleshoot issues; problem-solve and provide information within scope of knowledge or refer to supervisor or other City staff as necessary.
9. Prepare written records and reports regarding work activities, material usage, accidents or damage, personnel time reports, etc.
10. Respond to unusual or emergency situations, including calls after normal business hours, and recommend responses to meet problems. May be assigned to "on-call" duties as necessary.
11. Establish and maintain cooperative and effective working relationships with management, staff, outside agencies, and the general public to solve problems and create partnerships.
12. Maintain proficiency by attending trainings and meetings, reading materials, and meeting with others in areas of responsibility.
13. Maintain safeguards around confidential and/or sensitive files and documents.
14. Follow all safety rules and procedures established for work areas. Ensure that all equipment used is maintained and operating properly. Maintain work areas in a clean and orderly manner.
15. May provide assistance to other department personnel as workload and staffing levels dictate.
16. Perform additional duties as required.

Job Qualification Requirements

Minimum/Mandatory Education and Experience Requirements:

- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge and abilities would be: High school equivalency AND a minimum of one year of road, water, sewer, storm water maintenance or general construction experience

Knowledge:

- Knowledge of occupational hazard and effective/proper safety standards, practices and procedures relating to equipment operation, heavy labor, pesticide application, and the use of hand and power tools and equipment.
- Familiarity with the operations, materials, methods, techniques, and Federal and State guidelines used in water and wastewater collections, treatment, and distribution as well as construction, maintenance, streets, and parks.

Skills:

- Skill in the use of heavy equipment, hand/power tools, personal computer, and standard office equipment.

Abilities:

- Ability to establish and maintain an effective working relationship with management, employees, other agencies, and the general public.
- Write work reports and maintain records and logs.
- Read and interpret technical manuals, work orders, blueprints, diagrams, and sketches.
- Operate heavy equipment and hand/power tools used in public works operations.
- Communicate effectively, both orally and in writing, with individuals and groups.
- Physical ability to perform the essential job functions.

Special Requirements/Licenses:

- Possession of valid Oregon State driver’s license.
- Ability to obtain, within three years of hire, one of the following State of Oregon certifications, per guidelines established by the State of Oregon Department of Environmental Quality:

Wastewater Collection Level I	Wastewater Treatment Level I
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Desirable Requirements:

- Specialized courses in water and wastewater treatment.
- Associate’s degree in water/wastewater technology, civil engineering, or related field.
- Previous experience in a City’s public works department.
- CDL

Working Conditions and Physical Demands

Work locations are in all types of indoor and outdoor environments. Outdoor work in the field takes place the majority of the time where the employee may be exposed to other environmental conditions and is exposed to varying and extreme weather conditions for extended periods of time and may be exposed to excessively loud noises from construction equipment, dust, and traffic. Indoor work occurs less than 10% of the time, under usual office working conditions where the noise level is typical of most office environments, where telephones, personal interruptions, and background noise are common. Employees in this position may risk physical hazard from mechanical and electrical equipment, exposure to live sewer systems, human debris, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals, and pesticides. This position requires hearing and/or other safety protection. Subject to 24-hour call back for emergency conditions and availability of rotating on-call assignments.

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility including the ability to move materials weighing up to 10 pounds on a regular basis such as tools and equipment and may occasionally require moving materials weighing up to 50 pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computers, keyboards, telephones, standard office equipment, maintenance equipment, and motorized vehicles. Physical exertion may be required to move heavy objects, crawl through tight spaces, and kneel in confined areas. Physical effort may be required to perform heavy manual labor in confined and cramped

spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time. May be required to lift or move objects and equipment ranging in weight from 25 to 100 lbs.

The duties listed in this description are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of these duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.