



# MUNICIPAL UTILITY WORKER III – STREETS & STORMWATER

## Job Description

*The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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| <b>Class Title:</b>   | MUW III – Streets & Stormwater  | <b>Effective Date:</b> | November 1, 2021               |
| <b>Working Title:</b> | Streets & Stormwater Specialist | <b>Type:</b>           | Represented by LIUNA Local 737 |
| <b>Department:</b>    | Public Works                    | <b>Supervisor:</b>     | Division Manager               |
| <b>FLSA Status:</b>   | Non-Exempt                      | <b>Supervises:</b>     | None                           |

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### CLASSIFICATION SUMMARY

Under the supervision of the Streets and Stormwater Operations Division Manager, incumbents in this classification plan, schedule, organize, and inspect the work of Municipal Utility Workers in the completion of installations, improvements and maintenance related to the City's street and stormwater infrastructure; maintains and repairs City's stormwater system. Work is performed independently or within small teams, and subject to review and inspection by the Streets and Stormwater Operations Division Manager. Incumbents may work independently or within a team. Performs on-call duty on a rotational basis.

Performs as a lead worker to the MUW I Streets and Stormwater field staff; provides technical and non-technical training and guidance concerning work procedures; plans, assigns, and re-assigns work; monitors and approves work for completion and conformance with quality and safety standards; and provides informal assessment of workers' performance to the Streets and Stormwater Operations Division Manager. Assumes duties of Streets and Stormwater Division Manager as requested by Streets and Stormwater Division Manager or Public Works Director.

### SUPERVISION

Not a supervisory position.

### PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

*The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### Physical Demands

Physical effort is required to perform heavy manual labor. Regular lifting of objects and equipment ranging in weight from 25 to 100 pounds is required. In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools or controls; bend; and reach with hands and arms. The employee is regularly required to climb or balance, stoop, kneel, climb stairs, crouch, or crawl. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to the previously referenced heavy manual labor as well as to use a computer and various software programs, calculator, phone, copy and fax machines, and other related tools and equipment.

#### Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

#### Working Conditions

In the performance of the job duties, the employee will perform the majority of this job outside in varying and extreme weather conditions for extended periods of time. Employees risk physical hazard from mechanical and electrical equipment, exposure to human debris, drug paraphernalia, hazardous gases, fumes, paint, chemicals and pesticides.

Outdoors noise level is frequently high. Indoors, job duties will be performed in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms and public spaces. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions and background noises. Occasional contact with customers in conflict situations. Subject to 24-hour call back for emergency conditions.

## **ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES**

*An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Based on the Public Works Department's cross-functional team approach to projects, all employees may perform duties in sections other than those regularly assigned as needed and directed. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.*

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to working hours, and operating a motor vehicle safely and legally while on City business.

### **40% Stormwater Field Maintenance and Technical Duties**

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Plans for, schedules, organizes, inspects and may construct stormwater maintenance tasks that may include, stormwater pipeline and structure repairs, drainage issues, and stormwater improvement projects.

Reviews Stormwater improvement plans and makes suggestions/corrections as needed.

Coordinates, schedules, and oversees daily work schedules of MUW 1's and verifies work for accuracy, proper methods, and compliance with city standards and specifications.

Oversees erosion control measures by reviewing permit site plans through Right of Way (ROW) Permits, schedules and meets contractor's onsite to ensure proper installation, re-inspects and inputs information when job is completed.

May coordinate, schedule, and oversee annual outfall inspections, annual catchbasin inspection and cleaning program, manhole inspection and cleaning program, and Riverwall inspection.

Manages illicit discharge field response and documents information for permit compliance and reporting.

Monitors the telemetry system to ensure the storm pumps are functioning correctly.

### **40% Street Maintenance**

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Assists the Streets and Stormwater Division Manager by inspecting street maintenance improvements as needed.

Reviews Street improvement plans and makes suggestions/corrections as needed. Performs curb ramp and sidewalk inspections and conducts follow up inspections on finished concrete work to ensure Americans with Disabilities Act (ADA) compliance.

City lead for neighborhood ADA curb ramp improvement projects.

Oversees street repairs, sidewalk issues and ensures safety in the Right of Way.

Coordinates with Code Compliance staff to determine the necessary action needed for repairs to sidewalks to be performed by property owners and/or contractors.

Coordinates Right of Way Permit inspections with contractors by scheduling, meeting onsite to inspect, and re-inspecting when job is completed.

Updates geographic information system (GIS) Right of Way layer by inputting results from inspections and updating existing ROW permits.

Assists Streets Maintenance staff with installation and replacement of City signs and maintenance of City streets.

## **20% Other Related Duties**

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Serves as back up to Public Works Project Manager by inspecting new development projects and City infrastructure improvements as requested by the Public Works Director.

Procurement Specialist for vehicles which includes price negotiations, purchase order creation, order tracking and management. Provides cost information to be included in budget proposals.

Routinely checks vehicles and equipment and follows up with service technicians on issues.

May serve as City liaison on various boards, committees, and task force.

May be assigned a position in the Emergency Operations Center during a declared emergency.

Performs on-call duty on a rotational basis.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

High school diploma or equivalency plus five years of experience including stormwater system maintenance, road, water, sewer, stormwater, or general construction experience; or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

### **Licenses, Certifications & Other Requirements**

- Required at time of hire: Valid Oregon driver license, NIMS IS 100, 200, 700, and 800 Certification and completion of Excavation Safety Training and Confined Space Training.
- Residence must be within a 35-minute drive time to City shops as substantiated by any one of the most commonly used online mileage/travel programs based on home address and favorable driving conditions.
- Pass background investigation.

## **ADDITIONAL QUALIFICATIONS**

### **Knowledge**

- Methods, materials and procedures used in inspection, repair and maintenance of storm water systems, streets, and parks.
- Safe operation of tools and equipment required for the position.
- Work-related safety practices and environmental rules and regulations particularly in regards to work in confined and/or hazardous conditions and Department of Environmental Quality (DEQ) Phase II permit requirements.

### **Skill & Ability**

- Operate specialized tools, heavy equipment, and vehicles required to perform the duties, responsibilities, and the essential functions of the job.
- Operate a computer, including word processing and email programs sufficiently to perform assigned duties.
- Make material estimates, read and interpret plans and specifications, keep records, and make reports.
- Work in a safe manner for extended periods of time in adverse weather conditions.
- Understand and follow Best Management Practices for repairing and maintaining stormwater systems and
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with other employees and the public.
- Sufficiently perform the physical requirements of the classification.
- Learn new technology and effectively apply the technology to the job situation.
- Plan and prioritize daily tasks and make appropriate decisions.
- Plan, train, and lead designated employees in the completion of various projects, including monitoring, approving, and informally assessing performance.
- Learn new technology including (GIS) geographic information system and (GPS) global positioning system and effectively apply the new technology to the job situation.

### **Licenses, Certifications & Other Requirements**

- Preferred at hire, must be able to obtain as soon as practicable: NIMS IS 300 and 400, First Aid & CPR Certification, Oregon Department of Transportation (ODOT) Flagger Certification.
- Required within 90 days of hire: Oregon commercial driver license (CDL) - Class A Endorsement.
- ODOT Certified ADA Curb Ramp Inspector - As soon as practicable.
- Certified Erosion and Sediment Control Lead (CESL) - As soon as practicable.