



# MUNICIPAL UTILITY WORKER II – STORMWATER MAINTENANCE

## 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 II – Stormwater Maintenance	<b>Effective Date:</b>	July 1, 2017
<b>Working Title:</b>	Stormwater Maintenance Specialist	<b>Type:</b>	Represented by LIUNA Local 320
<b>Department:</b>	Public Works	<b>Supervisor:</b>	Stormwater & Street Division Manager
<b>FLSA Status:</b>	Non-Exempt	<b>Supervises:</b>	None

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### CLASSIFICATION SUMMARY

Under the supervision of the Stormwater & Street Division Manager, incumbents in this classification provide direction and assistance to crews at work sites for special stormwater-related projects and specifically assigned maintenance activities. The incumbent is responsible for technical duties such as collecting field data, assisting with stormwater sampling, responding to prohibited activity such as illegal dumping or erosion control violations and other activities required through the City's state and federally mandated stormwater permits. The position will be required to perform duties associated with stormwater maintenance and duties associated with regulatory compliance. The incumbent will assist with maintenance of streets, signs, and public right of way. Performs on-call duty on a rotation basis. Lead work not typically assigned, may provide training/orientation to newly assigned personnel.

### 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 personal 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, personal 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. In addition, employees may be assigned as Competent Person on any given job. 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.

### **75% Stormwater Field Maintenance and Technical Duties**

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Organizes, monitors, and handles stormwater maintenance and repair activities.

Develops daily work schedules and assigns tasks to appropriate individuals and verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specification.

Provides direction and assistance to crews at work sites for special projects and specifically assigned maintenance activities including planning and scheduling daily work and assigning tasks to appropriate maintenance personnel.

Assists Stormwater Technical staff with all phases of the erosion control program including, plan review, site inspection, and enforcement.

Responds to customer complaints regarding illegal dumping, waterway issues, flooding, or stormwater infrastructure issues.

Maintains records for stormwater related activities required for regulatory reporting.

City lead for private stormwater inspection and inventory program.

Assists with required training for Public Works personnel.

Assists in coordinating maintenance activities within the organization and with associated outside agencies.

Develops erosion control plans for applicable in-house projects.

May act as City lead for maintenance and inspection of publicly owned stormwater facilities.

May assist with review and revision of stormwater operations and guidance documents.

### **25% Street Maintenance**

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Participates in curb, gutter, and sidewalk inspection and maintenance duties.

Participates in traffic control and safety system maintenance; including street slurries and overlays, traffic control markings, legends, stop bars, crosswalks, traffic islands, raised traffic bars, guard rails, and reflectors.

Participates in the installation and replacement of City sign posts and signs; clean, maintain and trim vegetation that presents safety hazards.

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

Routinely checks and maintains vehicles and equipment.

Assists with right of way permits and conducts inspections.

Assumes duties of Stormwater & Street Division Manager as requested by Water Division Manager or Public Works Director.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

High school diploma or equivalency plus three years of experience in road, water, sewer, stormwater, or general construction; 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 ICS 100, 200, and 700 Certification and completion of Excavation Safety Training and Confined Space Training.
- Residence must be within a 30-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 stormwater systems, storm drains, streets, and parks.
- Safe operation of tools and equipment required for the position.
- Work-related safety practices and regulations particularly in regards to work in confined and/or hazardous conditions.
- Environmental rules and regulations that pertain to stormwater and stormwater related issues.

### **Skill & Ability**

- Operate specialized tools, heavy equipment and vehicles required to perform the duties, responsibilities and the essential functions of the job.
- Operate a personal computer, including Word, Excel, geographic information system (GIS), and email programs.
- Learn new technology, including GIS and global positioning system (GPS), and effectively apply the technology to the job situation.
- Plan and prioritize daily tasks and make appropriate decisions.
- Read a map and correctly interpret as-builts.
- Accurately communicate basic stormwater principles to the public.
- Conduct plan review for erosion control plans.
- Effectively implement the City's standard operating procedures and enforcement practices.
- Act a member of the City's Spill Response Team.
- Follow QA/QC procedures for routine stormwater monitoring.
- Make material estimates, 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 oral and written instructions.
- Establish and maintain effective working relationships with other employees and the public.
- Sufficiently perform the physical requirements of the classification.

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

- Required within 90 days of hire: Oregon commercial driver license (CDL) - Class A Endorsement.
- Required within 180 days of hire: ODOT Erosion Control Certification
- Preferred at hire, must be able to obtain as soon as practicable: First Aid & CPR Certification, ODOT Flagger Certification.