



# MUNICIPAL UTILITY WORKER I – GENERAL

## 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 I – General	<b>Effective Date:</b>	July 1, 2017
<b>Working Title:</b>	MUW I – Water	<b>Type:</b>	Represented by LIUNA Local 320
<b>Department:</b>	Public Works	<b>Supervisor:</b>	Water Division Manager
<b>FLSA Status:</b>	Non-Exempt	<b>Supervises:</b>	None

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### CLASSIFICATION SUMMARY

Under the supervision of the Water Division Manager, perform tasks involved in the operation, maintenance, improvement and quality of the City's water distribution system; Cleaning, clearing and maintaining and improving storm drain system; improving all public right-of-way and roadway surfaces within the City. This classification may be responsible for the activities of small crew operations in completing routine Public Works maintenance projects and more complex projects of a limited duration. Incumbents may work independently or within a team. Independent decision-making is required. Performs on-call duty on a rotational basis. May assist and back-up or assumes duties of MUW II - Water Plant Specialist and MUW II - Customer Service Specialist as needed.

### 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% Water Distribution & Quality Assurance**

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Under the supervision of the Water Division Manager, installs, maintains and replaces water meters, mains and valves, fire hydrants, service lines and other appurtenances. May also plan and schedule such activities.

Reads and records water meters and connects and disconnects services.

Compiles detailed work orders for completed work and prepares and maintains logs and records of daily work activity.

Routinely checks and maintains all vehicles and equipment.

May inspect new subdivisions, water and storm replacements and developments.

Creates as built sketches for repairs and changes to distribution system.

Performs routine maintenance on City pumping facilities.

Conducts valve tests.

May locate and mark water lines in systems for construction activity as directed.

Assists with conducting routine and ongoing flushing of water mains to clean lines.

Reviews meter reports.

Monitors the telemetry system.

Assists with monitoring predetermined quantities of fluoride to city pump stations, takes samples and records readings/test results.

Assists with the delivery and loading and unloading of sequestrant agent, fluoride and other water treatment chemicals.

### **10% Storm Drain Maintenance**

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Cleans and repairs catch basins and storm pipes; inspects and repairs manhole vaults and covers.

Performs minor repair and replacement of storm drain infrastructure.

May coordinate with outside contractors to clean and TV specific sections of the City storm drain system.

May be required to assist in decommissioning of UIC's and sampling.

Recognizes and reports illicit discharges that affect storm water quality.

Assists with the cleanup of hazardous materials.

Maintains a variety of records related to stormwater inspections and maintenance activities.

Keeps detailed records of the accuracy and maintenance of time, materials and equipment.

Collects stormwater quality samples and delivers to lab in accordance with established procedures.

Conducts field investigations to determine the nature and origin of stormwater pollutants.

Responds to and resolves citizen complaints encompassing storm drain related customer requests in a courteous manner.

Investigates complaints and problems related to storm drainage and recommends corrective action as necessary to resolve complaints in an efficient and timely manner.

Conducts field inventory and inspection of the stormwater drainage system.

Reads and interprets plans, maps and designs.

Takes field notes and inputs data into computer.

#### **5% Street Maintenance**

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Performs minor maintenance and repairs to asphalt and concrete surfaces.

Installs and replaces city street signs and posts.

Cleans, maintains, and trims vegetation from street signs that present safety hazards.

Coordinates with outside contractors to repair asphalt and concrete surfaces.

Responds to City Ordinance street related issues.

Installs and maintains temporary traffic barricades used during special events.

Responds to daily calls dealing with street, sign, signal and public right of way issues.

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

Assists with the cleanup of hazardous materials and spills.

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

Inspects streets and right of ways at frequent intervals to ensure that all aspects of the system are functioning properly.

Maintains a variety of records related to inspections and maintenance activities.

Removes and replaces, if necessary, all graffiti damaged City property.

#### **5% Customer Service**

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Routine contact with the public during the course of job and may meet with citizens concerning an issue.

Communicates with citizens to ascertain their needs and expectations and takes appropriate action.

Follows-up to assure their satisfaction and communicates the issue to the Water Division Manager.

#### **5% Additional Related Duties**

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Emergency on-call as directed by supervisor.

Recognizes and reports cross connection concerns to MUW III – Water Quality Specialist.

Advises inventory coordinator of parts and materials used on daily work orders.

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

Cleans and organizes shop.

Assist other first responders (police and fire) in emergency and nonemergency events.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

High school diploma or equivalency plus one year 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.
- 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 water systems, storm drains, 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.

### **Skill & Ability**

- Operate tools, equipment and vehicles required to perform the duties of the job.
- Operate a personal computer, including word processing, and email programs.
- 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 Best Management Practices for repairing and maintaining water distribution systems as set forth by the Oregon Health Authority (OHA) Drinking Water Program.
- 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.
- Develop presentations, coordinate special events, and speak before citizen and student groups.

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

- Required within 90 days of hire: Oregon commercial driver license (CDL) - Class A Endorsement, NIMS ICS 100, 200, and 700 Certification.
- Preferred at hire, must be able to obtain as soon as practicable: OHA Water Distribution I Certification, Excavation Safety Training and Confined Space Training, First Aid & CPR Certification, ODOT Flagger Certification.