



MUNICIPAL UTILITY LABORER

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.

Class Title:	Municipal Utility Laborer	Effective Date:	December 1, 2017
Working Title:	Laborer – Water, Street, Storm	Type:	Represented by LIUNA Local 320
Department:	Public Works	Supervisor:	Water Division Manager
FLSA Status:	Non-Exempt	Supervises:	None

CLASSIFICATION SUMMARY

This is an entry level position in which the laborer will perform the least complex 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. Incumbents may work independently or within a team. Employee will be under the direct supervision of Water Division Manager and will also receive direction from the Stormwater Operations & Street Division Manager, lead workers, and other more experienced staff members in the field.

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, 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, 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 assigned working hours, and operating a motor vehicle safely and legally while on City business.

70% Water Distribution & Quality Assurance

Assists with installation, maintenance, and replacement of water meters, mains and valves, fire hydrants, service lines, and other appurtenances.

Reads and records water meters and assists with 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 vehicles and equipment as assigned.

Assists with valve operation tests.

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

Reviews meter reports.

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

Cleans and organizes shop.

Washes and fuels vehicles.

25% Storm Drain Maintenance

Assists with the operation, installation, maintenance, trouble shooting, and repair of irrigation systems in Right-of-Way (ROW) and Vegetated Stormwater Facilities (VSFs).

Assists with cleaning and repairing catch basins and storm pipes; assists with inspection and repair of manhole vaults and covers.

Assists with minor repair and replacement of storm drain infrastructure.

Recognizes and reports illicit discharges that affect storm water quality.

Participates with other employees in weeding and maintaining VSFs.

Performs other general grounds keeping and maintenance duties as needed and requested by supervisor.

Assists with the cleanup of hazardous materials.

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

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

Takes field notes and inputs data into computer.

5% Street Maintenance

Assists with 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.

Assists with response to City Ordinance street related issues.

Installs and maintains temporary traffic barricades used during special events.

Assists with response to daily calls dealing with streets, signs, traffic signals, and public right of way issues.

Assists in traffic control.

Assists with the cleanup of hazardous materials and spills.

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

MINIMUM QUALIFICATIONS

Education & Experience

High school diploma or equivalency. Experience using basic tools regularly utilized in the public works field including hand tools such as saws, shovels, and wrenches, and small power tools such as drills and saws.

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

- Safe operation of tools and equipment required for the position.
- Work-related safety practices.

Skill & Ability

- Operate tools, equipment, and vehicles required to perform the duties of the job.
- Operate a computer, including word processing and email programs.
- 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.
- Learn new technology and effectively apply the technology to the job situation.

Licenses, Certifications & Other Requirements

- Required within 90 days of hire: Oregon commercial driver license (CDL) - Class A Endorsement