



Utility Operator 1

DEPARTMENT: Public Works **SUPERVISOR:** Public Works Supervisor
CLASSIFICATION: Non-Exempt **PAYROLL:** Grade I

POSITION SUMMARY: Performs a variety of semi-skilled and skilled maintenance and construction work. Operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water facilities and systems; does related work as required.

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

- Schedule, plan, construct, inspect, maintain, and repairs the water distribution system to ensure that all components of the system function properly. Coordinates available equipment, material, and personnel to facilitate the most cost-effective and orderly work.
- Read and record water meters. Deliver service change notifications to customers. Perform water shut-offs and turn-ons as required.
- Service hydrants, valves, meters, pumps, air release valves, and other water system components.
- Collect water quality samples as required by federal and state regulations.
- Operate and maintain the City's slow sand water treatment filter facility, pump stations, and storage reservoirs to provide safe drinking water to customers. Maintain records, logs and reports as required.
- Inspect, repair, and/or maintain street, street signs, pavement markings, street banners, trees, storm water drainage, herbicide spray, encroachment permits, and other activities as required.
- Performs required labor involved in the construction and maintenance of pavement cutting; ditch cleaning; crack sealing; road base repair; sidewalk, curb and gutter, and ADA wheelchair ramp repair; line cleaning; pipe repair; pipe laying; and backfilling according to established City construction standards.
- Performs labor required for construction and maintenance projects, alone or as part of a crew. Work may include pavement cutting, excavation, pipe repair and installation, backfilling, service installation and repair, and surface restoration.

- Contacts residents and business owners in area where services will be interrupted and explains when services will be shut-off, when services will be restored, or when repairs will be completed.
- Maintains a variety of records relating to inspections, maintenance activities, as-built maps, etc. Interprets engineering drawings, specifications, and maps.
- Responds to complaints; evaluates the situation; corrects the problem; or explains findings and recommends solutions to supervisor. Maintains good public relations through courteous and prompt attention to complaints.
- Responds to after-hour emergencies.
- Operates trucks, construction vehicles, and equipment of various sizes and weights, such as vacuum excavation equipment, dump trucks and backhoes/loaders.
- Performs routine inspection and preventive maintenance on assigned vehicles, equipment, and tools. Refers defects or needed repairs to the lead utility technician or supervisor. Clean equipment as necessary.
- Maintains parts inventory and purchases materials within established guidelines.
- Assists in the training of employees to increase their skills in the maintenance, construction, and repair of the water system and street infrastructure.
- Determines the locations of other utilities prior to excavation.
- Performs all duties in conformance to appropriate safety and security standards and best practices.
- Operates all motor vehicles and equipment safely and legally.
- Maintains regular job attendance and adherence to working hours.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Exhibit and emulate leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Other duties as assigned.

AUXILIARY JOB FUNCTIONS

- Serves as a member of various employee and city committees and as a representative to various city and interagency committees as assigned.
- Position is subject to emergency response after normal work hours on an on-call basis. May require working on rotating shifts, weekends, and holidays.

- Assists team members in the performance of their duties as assigned.
- May be assigned to work on the streets or water collection crew.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- High School Diploma or equivalent plus two years of Public Works construction experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties. Experience in water distribution maintenance or street maintenance and construction preferred but not required.
- Knowledge of equipment, facilities, materials, methods, and procedures used in municipal water treatment and distribution operation, maintenance, construction, and repair activities.
- Skill in operation of tools and equipment used including but not limited to a line locator, GIS unit, water test kits, and computer laptop.
- Ability to perform heavy manual tasks for extended periods of time.

CERTIFICATES/LICENSES/REGISTRATIONS

- Possession of, or ability to obtain, a Class B Oregon Commercial Driver's License (CDL) with air brake and tanker endorsements within 60 days of hire date.
- Possession of, or ability to obtain, a State of Oregon Water Distribution Operator I and Water Treatment Operator I Certifications within 1 year of hire date.
- Possession of, or ability to obtain, a Work Zone Traffic Control Certificate, possession of Oregon Pesticide Applicator License for Right of Way within 1 year of hire date.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee regularly works in outside weather conditions.
- Frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.

- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.
- Occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, chemicals used in the treatment of water, and risk of electrical shock.
- Frequently works in utility excavations (up to ten feet deep) and occasionally enters confined spaces (such as vaults).
- The noise level in the work environment can vary from low volume to loud.

PHYSICAL ABILITIES

The physical demands described here 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.

- While performing the duties of this position, the employee is regularly required to use hands to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell.
- The position requires mobility.
- The employee frequently is required to stand and talk or hear.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

SUPERVISION

- Works under the general supervision of the Public Works Supervisor and may receive some assignments from the Water Treatment Plant Chief Operator.
- Supervision is not a typical function assigned to this position. May provide basic training and orientation to volunteers, students, and newly assigned personnel on site policies and practices.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Utility Operator 1

Date

Public Works Director

Date