



CITY OF MYRTLE CREEK

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City of Myrtle Creek

Job Description Format

Title: Utility Worker I

Dept. Public Works

Exempt: _____ Non-exempt: X Reports to: Public Works Foreman

Pay Range: \$15.79-\$20.28 hourly Job # R-10 Effective Date: September 3, 2019

Close Date: Until position filled

GENERAL POSITION SUMMARY:

Perform a variety of semi-skilled and skilled tasks in relation to installation, repair, and maintenance of streets, water and sewer systems, equipment operation and maintenance and other public works. Work as a crew member under frequent supervision.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

1. Participate in the maintenance of the collection system by participating as a crew member in the maintenance, repair and installation of lines and services, and assisting in lift station pump, generator and electrical system maintenance and service.
2. Participate in distribution system maintenance, helping with the inspection and maintenance of the system using power operated equipment, and maintaining system equipment such as storage facilities, hydrants, valves and water meters.
3. Perform or participate in street and storm system maintenance by inspecting and maintaining sidewalks and curbs, catch basins, open ditch storm systems, culverts, pavement, street and traffic signs, and right of way maintenance of weeds, trees and brush.
4. Participate in airport grounds, pavement and building maintenance and enhancement.
5. Perform assigned minor maintenance on vehicles and equipment.
6. Perform heavy manual labor, operate a variety of power and hand tools and other equipment associated with construction and maintenance.

NONESSENTIAL FUNCTIONS/SECONDARY RESPONSIBILITIES:

1. Assist with maintenance on water treatment, wastewater treatment, parks and facilities when requested.
2. Assist Engineering Technician with surveying, mapping and street layout and design as required.
3. Assist service or civic organizations with downtown beautification, festivals and events.
4. Serve on organizational committees and attend meetings as requested or upon appointment.
5. Maintain daily log of activities in absence of immediate supervisor.

JOB SCOPE:

- Knowledge of or the ability to learn the appropriate materials, methods, tools, equipment and practices involved in the construction, maintenance and repair of water, sewer, and airport systems and streets.
- Ability to follow oral and written instructions.
- Ability to perform strenuous manual tasks and to withstand exposure to various weather conditions.

- Ability to perform minor technical maintenance procedures as related to mechanical knowledge of equipment and vehicles.
- Ability to operate vehicles and equipment with manual transmissions.

SUPERVISORY RESPONSIBILITY:

Supervision of other employees is not normally a responsibility of a Utility Worker I, although occasionally may be responsible for the supervision of one or more community service workers.

INTERPERSONAL CONTACTS:

- Ability to establish and maintain harmonious working relationships with other employees and general public.
- Maintain effective communications with other City personnel in order to participate in a variety of work and assignments pertaining to their specific job requirements and projects.

SPECIFIC JOB SKILLS:

- Perform heavy manual labor digging ditches, cutting brush and trees, removing obstacles and debris from roadways and adjacent areas, loading and unloading materials of all kinds.
- Clean gutters, culverts, and catch basins.
- Perform manual labor connected with maintaining streets, including the use of cold and hot mix asphalt.
- Assist in preparing grade and setting forms for concrete work.
- Participate in the repair and maintenance of public works equipment.
- Operate a variety of power and hand tools, including jackhammers, cement saws, and other equipment associated with construction and maintenance.
- Maintain and operate dry system fire extinguishing facilities.
- Operate a variety of equipment, power and hand tools including backhoe, trucks, rollers, jackhammers, cement saws, and other equipment associated with construction.

EDUCATION/EXERIENCE/LICENSES/CERTIFICATES REQUIRED:

- High school diploma or the equivalent GED
- Possession of or the ability to secure, within 12 months, a valid Oregon Driver’s license with CDL Class A endorsement.
- State certification in wastewater collections and water distribution is not a requirement of this position. However, certification is a requirement for advancement

JOB CONDITIONS:

Due to the nature of the organization considerable time is spent out of doors. The incumbent may be exposed to extreme weather and working conditions and may be requested to respond to after hours emergency conditions. Walking, standing, bending and a limited amount of crawling and climbing is required. Requires recurring lifting and/or carrying of objects weighing 25 to 75 pounds and occasionally lifting and/or moving in excess of 75 pounds.

Department Head Approval

Date

City Administrator Approval

Date