

UTILITY WORKER I
UTILITY WORKER II

DEFINITION

To perform a wide variety of skilled maintenance duties in the installation, construction, repair and maintenance of City facilities and water distribution and collection systems; and to provide maintenance support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Utility Worker I - This is the entry level class in the Utility Worker series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Utility Worker I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Utility Worker II - This is the journey level class in the Utility Worker series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Utility Worker I

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

Utility Worker II

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform a wide variety of skilled maintenance duties in the installation, construction, repair and maintenance of City facilities and utilities including distribution and collection systems, streets, and storm drain, and reclaimed water systems.

Install, repair, maintain, and replace equipment used in water production and wastewater treatment facilities including the maintenance, repair, installation and/or replacement of mains;

service lines, valves, lateral connections, hydrants and hydrant meters, pump and lift stations, other meters, and confined space entries as needed.

Perform pump station maintenance and sewer main flushing, cleaning and disinfection, and storm drains, catch basins, culverts and gutter clean out duties.

Perform maintenance on streets including potholes, manholes, signs, traffic lane markings, buttons and reflectors, barricades, curbs; set up traffic controls as needed; perform other duties including removing weeds and trees or other debris that has fallen or is obstructing.

Perform work both in the field and shop.

Mark Underground Service Alert (USA) locations on City owned utilities including water, sewer, reclaimed water, storm drain and traffic signals.

Perform water and electric meter readings and re-reads; place door tags and connect or disconnect water services.

Safely operate a variety of trucks, special equipment and vehicles including tractors, compressors, backhoes, loaders, concrete saws, jack hammers, rotor hammers, portable generators and water pumpers and a variety of heavy construction equipment, electric, hydraulic and gas operated power tools and hand tools; dig ditches, trenches and post holes; perform concrete and asphalt work; perform stand by emergency duties when needed.

Perform detailed underground facility analysis and inspections of new and in-service wastewater and storm drain systems utilizing specialized Closed-Circuit Television (CCTV) pipeline inspection equipment, associated machinery and software.

Maintenance and repair of lift stations; excluding the required work of the specialized skill sets and training of the industrial group, such as, electrician, mechanic and instrumentation technician.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Utility Worker I

Knowledge of:

Uses and purposes of general construction tools and equipment including basic power-driven equipment.

Principles and practices of general construction and maintenance activities.

Methods and procedures of safe work practices.

Ability to:

Learn to perform a wide variety of maintenance duties in the installation, construction, repair and maintenance of City utilities including water distribution and collection systems.

On a continuous basis, know and understand operations and observe safety rules; intermittently analyze problem equipment; identify and locate maintenance issues; interpret work assignments; remember tasks and daily assignments; and explain maintenance issues to other staff.

Intermittently, sit while preparing reports; bend, squat, climb, kneel and twist when performing maintenance on a facility; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 90 pounds or less.

Operate a variety of basic electric, hydraulic and gas operated power tools and hand tools and wear appropriate breathing apparatus and other protective gear.

Operate a variety of City vehicles.

Work in a variety of conditions both indoors and outdoors and perform heavy manual labor and work in deep confined spaces.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Learn relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Some heavy manual labor and general construction or maintenance experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of a valid California Class A Driver's License with Air Brake and Tanker Endorsements or apply for and successfully possess a temporary commercial license permit within six (6) months of employment and the subsequent attainment of a permanent commercial license within the following six (6) months. Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a Grade 2 Water Distribution Operator certificate from the California State Water Resources Control Board within one-year appointment or first two testing cycles allowed by the State.

Possession of a Grade I Wastewater Collection System Maintenance certificate from the California Water Environment Association within one year of appointment.

Utility Worker II

In addition to the qualifications for the Utility Worker I:

Knowledge of:

A wide variety of construction and maintenance materials, methods and terminology as they relate to public works and utility maintenance.

Uses, purposes and operation of specialized trucks and heavy construction equipment.

Operation and safe use of a variety of specialized power-driven equipment performing skilled construction and maintenance work.

Operation and safe use of CCTV pipeline inspection equipment, associated machinery and software.

Methods and procedures for working in confined spaces.

Arithmetic sufficient to calculate volumes, areas, lengths, percentages and conversions.

Methods to clean up, haul and dispose of materials and other relevant special OSHA rules and requirements.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Perform a wide variety of duties in the installation, construction, repair and maintenance of City utilities including water distribution and collection systems.

Perform a variety of skilled and semi-skilled tasks in general construction and maintenance activities.

Safely operate a variety of power tools, heavy construction vehicles and equipment to perform assigned duties.

Read and interpret work orders, diagrams, blueprints and maps and plan and set up work.

Take basic measurements and write clear reports and daily logs of work performed.

Perform standby.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Utility Worker I with the City of Healdsburg.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of a valid California Class A Driver License with airbrake and tanker endorsements is required at time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of a Grade 2 Water Distribution Operator certificate from the California State Water Resources Control Board.

Possession of a Grade I Wastewater Collection System Maintenance certificate from the California Water Environment Association within 6 months of appointment and a Grade II within 30 months of appointment.