

**City of Oregon City** **Position Description**

Position: Utility Maintenance Specialist I	AFSCME Union
Department/Site: Public Works	FLSA: Non-Exempt
Evaluated by: Public Works Operations Supervisor	Salary Grade: 25

**Classification Summary**

Performs general labor and assists with skilled work in connection with the construction, repair, and maintenance of roadways, water distribution, storm water management, and wastewater collection systems, and related public works infrastructure.

**Distinguishing Characteristics**

The Utilities Maintenance Specialist I is the first and starting level in a multi-tiered career path for maintenance and construction of public works that include roadways, water distribution, storm water management, and sewer collection systems. The Utilities Maintenance Specialist I represents the first and entry-level into this career ladder. Specialists I will be qualified to participate with Specialists II in any skill area, however, will concentrate on general labor and use of hand tools and light duty equipment. Advancement to Specialist II, requires a minimum of two years as a Specialist I or equivalent. Advancement to Specialist II also requires the incumbent be multi-skilled and while usually assigned to a specific area, can demonstrate full qualification to perform work assignments in all utility maintenance areas and operate heavy equipment, or be specialized in one area as evidenced with a certificate. The Specialists I and II can also be rewarded for special certifications. Advancement potential exists to Utility Maintenance Specialist III for incumbents having advanced skills in multiple unrelated areas, for example, heavy equipment, water distribution, storm-water, wastewater, electrician, pump stations, or finish carpentry. The Specialists I and II can also be rewarded for special certifications above and beyond those required for level II.

**Typical Duties and Responsibilities**

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties or specific tasks that may be assigned to a particular position. The incumbent may perform a combination of some or all the following duties:*

- Performs general labor activities that support installation and maintenance of street, sewer, storm, and/or water infrastructure, (cleaning and assisting with inspection of pipelines, sweeping, earthwork, installing, leveling, compacting, and maintaining asphalt and concrete, waterline construction, and other utility labor.)
- Operates hand and light-duty construction tools and equipment such as the high-pressure sewer jet, vacuum truck, concrete saw, mowers, and other equipment assigned to Utility Maintenance classifications.
- Identifies needed repairs and may perform routine preventive maintenance of vehicles and large equipment.
- Actively participates in departmental on-call lists. Responds to urgent situations initiated by customers. Assists other Specialists in determining cause and location of damaged utility lines or service.
- Performs snow and ice response and removal as needed.

## **Street and Facility Maintenance**

- Excavates, levels and otherwise prepares gravel and asphalt surfaces for roadways.
- Constructs forms, places and finishes concrete structures such as curbs, gutters, sidewalks, and flat slabs. Sets forms for sidewalks and street levels to meet federal requirements.
- Places and removes barricades, flags and directs traffic, and performs other support services to construction and maintenance sites.
- Digs and backfills trenches and holes. Breaks and repairs concrete and asphalt surfaces. Excavate and replace concrete and asphalt surfaces. Participates in hot patching and sealing activities of concrete and asphalt surfaces. Works by hand or with a mechanical excavator and performs general earthwork required for street maintenance.
- Performs asphalt paving activities, including pavement placing, hauling, patching and sealing of concrete and asphalt surfaces.
- Paints streets striping and legends, including cross walk lines, curbs, and traffic control symbols. Installs, repairs, and maintains street signs.
- Trims brush and other hindrances around roadways including the retrieval of litter or other debris on medians, gutters, curbs, and related areas.
- Supports a variety of community requests by overseeing and participating in hanging of banners, traffic control, and equipment operation.
- Maintain street lights and other fixtures.
- Operates a pickup truck, passenger vehicle or smaller automotive equipment and may transport fellow employees, tools, materials, and debris.

## **Storm Drainage and Sanitary Sewer Maintenance**

- Assists with construction, cleaning and repair of storm drains, ditches, pipelines and catch basins. Learns to and participates in repairing leaks, cutting pipe, repairing valves, tapping mains and trunk sewers and installing branch laterals.
- Learns to operate specialized equipment such as a vactor, rodger truck and camera, to inspect, clean, construct and maintain storm and sewer pipelines, ditches, catch basins, lateral lines and manholes. Maintain records on work progress.
- Locates and marks sanitary sewer/storm mainlines and laterals. Performs dye and smoke testing to identify pipe locations, breaks, illicit connections, and other problems.

## **Water Distribution System Maintenance**

- Learns and participates in water distribution system maintenance, including laying pipe, monitoring and servicing pump stations and pressure reducing valves, repairing and replacing water lines, installing water mains, replacing fire hydrants, and repairing water leaks.
- Learns and maintains storage reservoirs, chlorination equipment, and water meters, testing and making repairs, replacing, as necessary.
- Participates in installation of new water services, including domestic, irrigation and fire prevention, to houses, buildings and businesses. Disinfects water mains or other appurtenances to ensure water safety.
- Learns and repairs water leaks and breaks on water mains, services, valves, air valves, meter devices, backflow, hydrants and regulators. Overhauls and maintains water valves. May collect water samples for testing.

- Learns basic operational practices and limited routine maintenance of pump stations.
- Performs other duties as assigned that support the overall objective of the position.

## **Minimum Qualifications**

### **Knowledge**

The position requires specialized knowledge of:

- Methods and techniques of general construction, maintenance, and repair related to public works
- Methods and techniques of inspection, servicing, repair, or replacement used in streets, parks, water distribution systems, or storm drain and sanitary sewer systems.
- Equipment and tools used in the maintenance and repair as assigned public works systems – hand and power tools, and light duty machinery.
- Occupational hazards and safe work practices
- Detailed operations such as cutting and repairing pipe

### **Skills and Abilities**

This position requires the ability to carry out, but is not limited to, the following functions:

- Perform a variety of skilled and semi-skilled maintenance, construction, and repair work in the area of work assigned
- Participate with other Specialists in related areas
- Operate a variety of vehicular and stationary mechanical equipment in a safe and efficient manner
- Read and understand verbal and written instruction, diagrams, maps, and blueprints
- Demonstrate math skills sufficient to record measurements of volume and record distance
- Demonstrate computer skills to access and print maps, and other printed materials, evaluate system conditions, and to record and store field data
- Demonstrate sufficient interpersonal skills to work courteously and collaboratively as part of a team, with other teams within the organization, and with external customers, vendors, and citizens, conveying a positive image of the City.

### **Education, Training, and Experience**

The position requires a high school diploma and typically two years of construction and repair experience preferably in public works.

### **Other Requirements**

- Must pass a criminal background check and pre-employment drug screening
- Valid Class A driver's license within 12 months of hire date with ability to obtain an N endorsement in a reasonable time frame
- Class I Water Distribution certificate within 18 months of hire date

### **Working conditions/Physical and Mental Demands**

Incumbent performs work of an active nature requiring sufficient cardiovascular condition to carry out the job duties on a sustained basis. Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and operate demanding equipment. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials, video readings, and observe stationary and moving objects. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions and on varying work hours. Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor, exposure to fumes and septic conditions, temperature variations, and dangerous equipment.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*