

City of Oregon City		Position Description
Position: Utilities Maintenance Specialist II		AFSCME Union
Department/Site: Public Works		FLSA: Non-Exempt
Evaluated by: Public Works Operations Supervisor		Salary Grade: 29

Classification Summary

Performs a variety of general to skilled labor work in connection with the construction, repair, and maintenance of roadways, water distribution systems, storm drains and sanitary sewers, and related public works infrastructure.

Distinguishing Characteristics

The Utilities Maintenance Specialist II is the second and journey-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 three 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. 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, stormwater, wastewater, electrician, pump stations, or finish carpentry.

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 and skilled public works maintenance activities such as, but not limited to, cleaning and inspecting pipelines, sweeping, earthwork, public infrastructure construction, installing, leveling, compacting, and maintaining asphalt and concrete, waterline construction and testing, and other utility labor.
- Operates small-to-medium size and heavy construction equipment such as the high pressure sewer jet, vacuum truck, street sweeper, backhoe, loader, grader, paving equipment, concrete/asphalt saws, chain saws, flusher, and other equipment assigned to Utility Maintenance classifications.
- Identifies needed repairs and may perform routine preventive maintenance of vehicles and large equipment.
- Participates in the Public Works on-call list, available to respond to urgent situations. Performs snow/ice and other weather-related response.

Street and Facility Maintenance

- Constructs forms, places and finishes concrete structures for curbs, gutters, sidewalks, streets, alleys, and other related areas. Sets forms for sidewalks and street levels to meet federal requirements.
- Digs ditches and backfills trenches and holes. Breaks, excavates, and repairs concrete and asphalt surfaces. Works by hand, backhoe, or other mechanical excavator and performs general earthwork required for street maintenance.
- Perform asphalt paving activities, including paving placement, hauling, and hot patching and sealing activities of concrete and asphalt surfaces.
- Paints streets striping and legends, including cross walk lines, curbs, and traffic control symbols. Produces, installs, repairs, and maintains street signs.
- Trims weeds 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.
- Provides flagging and traffic control for construction and special events.
- Maintains street lights and other fixtures. Installs holiday and special event decorations.

Storm Drainage and Sanitary Sewer Maintenance

- Constructs, cleans and repairs storm drainage piping, ditches, sewer piping appurtenances, catch basins, and manholes. Makes visual inspections. Taps trunk sewers and installs branch lateral lines.
- Operates and maintains sanitary sewer pump stations, including troubleshooting of motors, pumps, valves, and any related equipment.
- Operates specialized equipment such as a vectro, rodder truck and pipeline inspection camera, to inspect, clean, construct and maintain storm and sewer pipelines, ditches, catch basins, lateral lines and manholes.
- Documents and maintain records on work progress such as pump station maintenance, the amount of debris removed from catch basins and other collection points, and water quality sampling.
- Locates and marks sanitary sewer/storm main lines and laterals. Performs die and smoke testing to identify pipe locations, breaks, illicit connections, and other problems.
- Responds to pump station alarms, any related failure, or regulatory compliance issue pertaining to collection and conveyance systems operated and maintained by the City. Reports all "spills" to the Department of Environmental Quality (D.E.Q), as required by State and Federal regulations.

Water Distribution System Maintenance

- Maintains the water distribution system, including laying pipe, monitoring and maintaining pump stations and pressure reducing valves, repairing and replacing water lines, installing water mains, replaces fire hydrants, and repairing water leaks.
- Maintains storage reservoirs, chlorination equipment, and water meters, testing for system integrity, and making repairs, or replacing, as necessary.

- Installs new water services, including domestic, irrigation and fire prevention, to houses, buildings and businesses. Replaces water lines. Disinfects water mains or other appurtenances to ensure water safety.
- 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.
- Participates in various water distribution management programs such as leak detection, elimination of cross connections, updating maps, and flushing hydrants. May assist with plan reviews and construction inspections.
- 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 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 maintenance and repair as assigned public works systems, including medium to heavy machinery.
- Occupational hazards and safe working 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 requires four years of varied utility construction and repair experience. The position may require for specific applications, certification and/or special training.

Other Requirements

- Must pass a criminal background check and pre-employment drug screening
- Valid Class A driver's license with N endorsement
- Class I Water Distribution or Grade I Collection System Operator certificate

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.

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.