

RESOLUTION NO. 583-2015

A RESOLUTION ADOPTING THE JOB DESCRIPTION FOR UTILITY WORKER I, AND REPEALING RESOLUTION NO. 334-2002.

Findings

- A. The City Council of the City of Hubbard find there is a need to update the job description for the "Utility Worker I."

Based on these findings, the City of Hubbard ordains as follows:

1. The City of Hubbard hereby adopts the Utility Worker I job description as set forth in the attached document marked "Exhibit A" attached hereto and by this reference incorporated herein and entitled "*Utility Worker I.*"
2. Resolution No. 334-2002 is hereby repealed.

INTRODUCED AND ADOPTED this 13th day of January 2015.

CITY OF HUBBARD, OREGON

BY: _____

MAYOR

ATTEST:

BY: _____

DIRECTOR OF ADMINISTRATION/RECORDER

APPROVED AS TO FORM:

BY: _____

CITY ATTORNEY

EXHIBIT "A"

UTILITY WORKER I

General Statement of Duties

Perform a variety of semi-skilled and unskilled tasks generally associated with Public Works. Operate a variety of automotive and power equipment including light, moderate and heavy equipment in the operation and maintenance of street, park, water and sewer systems. Assist with daily routines of water and wastewater systems.

Distinguishing Features

Work is performed under the supervision and direction of the Public Works Superintendent or a designated alternate.

The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with supervisors, co-workers, City staff, volunteers, other City departments, and the general public.

The principal duties of this class are performed in the field with exposure to outside weather conditions including wet and/or humid conditions, extreme cold, and extreme heat and in an indoor laboratory environment. Frequently work near moving mechanical parts and is exposed to noise, vibration, fumes, airborne particles, hazardous chemicals, and occasional risk of electric shock. The noise level is usually mild to moderate but is occasionally extreme. Occasional office work is required.

This position operates under state and federal laws, the city charter, ordinances, and the direction and rulings of the City Council.

This is a non-exempt position.

Essential Duties

- Perform reads, re-reads, turn-ons and shut-offs of water meters and perform a variety of water system inspections including but not limited to leak detection, new meter installations and replacements.
- Perform annual hydrant flushing and maintenance as needed.
- Perform daily routines for the water and wastewater systems as scheduled.
- Operate the SCADA system.
- Perform seasonal upkeep, repair and maintenance of the Splash Fountain as scheduled.
- Repair, maintain and install street signs.

EXHIBIT "A"

- Perform preventative maintenance of the storm drainage system.
- Perform general street repair and maintenance including but not limited to patching and striping.
- Perform public facility and grounds maintenance.
- Perform regular safety inspections and repair on playground equipment.
- Perform park building and grounds maintenance.
- Perform maintenance of Public Works equipment.
- Perform a variety of work related to the construction, operation, maintenance and repair of the City's water and wastewater systems.
- Serve as active participant in the City's Safety Committee and follow all safety rules and procedures for work areas.
- Complete utility locates as requested.
- Serve as part of the rotating twenty-four (24) hour on-call and weekend schedule.
- Perform other generally acknowledged Public Works duties as requested.
- Make use of available resources to keep abreast of upcoming or new regulations and legislation within areas of responsibility.

Required Knowledge, Skills, and Training

- Working knowledge regarding the operation of heavy equipment including, but not limited to backhoe, tractors and dump truck.
- Working knowledge regarding the operation of power equipment and common hand tools.
- Working knowledge of SCADA systems.
- Working knowledge of wastewater treatment and collection systems.
- Working knowledge of water treatment and distribution systems.
- Working knowledge of park grounds and equipment maintenance.
- Working knowledge of street maintenance and repair.
- Substantial knowledge of pesticide use in accordance with the Certified Public Applicator license.
- Working knowledge of principles/practices of customer service.
- Working knowledge of City and department operations, policies, and procedures.
- Ability to handle confidential information with appropriate discretion.
- Ability to exercise sound independent judgment.
- Ability to communicate effectively with others, both orally and in writing.

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- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability and willingness to learn quickly and use new skills and knowledge due to rapidly changing information and/or technology.

Required Education and Experience
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Minimum Qualifications:

- High School Diploma or GED
- CPR/1st Aid Certification or Ability to Obtain within Twelve (12) Months of Hire
- Certified Public Applicator License for Pesticides or Ability to Obtain within Six (6) Months of Hire

Preferred Qualifications:

- Associate's Degree Wastewater/Water Technician
- Wastewater Treatment Grade Level I, II, or III Certification
- Wastewater Collections Grade Level I or II Certification
- Water Treatment I Certification
- Water Distribution I or II Certification
- Certified Pool & Spa Operator
- Cross Connection Specialist
- Bilingual Spanish/English

Required Special Qualifications

- Must reside within a thirty (30) minute response time on the basis of availability for on-call and/or emergency services.
- Possession of a valid Oregon driver license, and acceptable driving record.

Essential Physical Abilities

- Ability to operate heavy equipment including, but not limited to backhoe, tractors and dump truck.
- Ability to operate power equipment including, but not limited to chainsaw, mowers and weed eaters, and common hand tools.
- Ability to lift up to and including 50 lbs.

EXHIBIT "A"

- Sufficient clarity of speech and hearing or other communication capabilities which enables the employee to communicate effectively.
- Sufficient vision or other powers of observation which enables the employee to operate and maintain a wide variety of equipment and to perform laboratory testing including close vision, color vision and the ability to adjust focus.
- Sufficient manual dexterity which enables the employee to operate small to large pieces of equipment, personal computer, telephone, and related equipment.
- Sufficient personal mobility and physical reflexes which enable the employee to function within a typical public works' environment.