

CITY OF MONMOUTH

Position Description

Job Title: UTILITY TECHNICIAN, PUBLIC WORKS

Supervisor: Operations Manager, Public Works

Department: Public Works

PURPOSE OF POSITION

Maintains/repairs and operates utility infrastructure, street, water, sewer, storm, parks, and facilities. Maintains Public Works equipment. Follows safety practices, City standards, and Public Works operating procedures.

Must be available to work overtime, call-out, weekends, and standby shifts.

ESSENTIAL JOB FUNCTIONS

Operates and maintains infrastructure and equipment necessary for wastewater treatment including effluent reuse facilities and wastewater lift stations.

Performs lab tests, monitors wastewater quality, and accurately maintains reports in compliance with State and Federal requirements.

Operates and maintains infrastructure and equipment necessary for wastewater collections, the conveyance of wastewater to the wastewater treatment plant.

Inspects, maintains, and repairs wastewater collections systems including hydro-jetting, root-cutting, and smoke testing main lines, service lines, and/or manholes.

Operates and maintains infrastructure and equipment necessary for water treatment including City wells and treatment facilities.

Performs lab tests, monitors water quality, and accurately maintains reports in compliance with State and Federal requirements.

Operates and maintains infrastructure and equipment necessary for water distribution, the conveyance of potable water to the public.

Inspects, maintains, and repairs water distribution systems including main breaks, leaking service lines, stopped meters, and defective fire hydrants/valves.

Installs new water service lines and meters; Reads water and utility meters accurately.

Performs regular maintenance of streets and proper storm drainage including street sweeping, pothole patching, leaf pick-up, tree-trimming, and crack sealing.

Operates and maintains existing stormwater treatment and conveyance facilities by hydro-jetting, root-cutting, cleaning drainage ditches, and repairing storm lines and catch basins.

Installs and maintains City-owned sidewalks, traffic control signs, and markings within the City.

Locates existing water, wastewater, and storm drain facilities accurately.

Maintains and repairs park infrastructure (playgrounds, facilities, irrigation systems, and park structures) including cleaning and re-stocking bathrooms, removing trash.

Maintains and cleans equipment and tools.

Assists Operations Manager, Public Works and Foreman, Public Works as needed.

Maintains cooperative working relationship with staff, other organizations, and the public.

Follows all safety rules and procedures for work areas; Maintains work areas in a clean and orderly manner.

May provide assistance to other department personnel as workload and staffing levels dictate.

Maintains proficiency and certifications by attending training and meetings, reading materials, and meeting with others in areas of responsibility.

Performs other duties as assigned.

SUPERVISION RECEIVED

Works under the direction of the Operations Manager, Public Works and the Foreman, Public Works.

SUPERVISION EXERCISED

Supervision of others is not a typical function assigned to this position. May provide training and orientation to and may assign work as lead worker per union contract.

JOB QUALIFICATION REQUIREMENTS

Education/Experience: Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills, and abilities would be: High School diploma, AND a minimum of one year of public works experience.

Only degrees received from an accredited institution will be accepted: accreditation must be recognized by the office of degree authorization, US Department of Education, as required by ORS 348.609. Final candidate will be required to provide official transcripts for required degree.

Special requirements/Licenses: A valid Oregon Driver's License and valid Oregon Commercial Driver's License-Class B is required. Possession of at least one State of Oregon certificate (Grade 1) in Water Distribution, Water Treatment, Wastewater Collections, and/or Wastewater Treatment is required. Ability to obtain CPR/First Aid, confined space entry, flagging, lockout/tagout, and SCBA fit test certifications within 1 year of hire is required. Must maintain residency within thirty (30) minute response time.

Oregon state issued certificates/licenses directly relate to Public Works may be considered as substitute for water/wastewater operator certificates, including public pesticide applicator, cross-connection tester/inspector, engineering technician, arborist, or electrician.

Knowledge of: Public Works facilities; Public Works construction, materials, equipment, tools, and parts including backhoe, 10-yard dump truck, street sweeper, tractor mower, and other Public Works vehicles and equipment; water and sewer operations and regulations; safety compliance; installation, planning, work processes, and inspections of Public Works operations; City infrastructure; vehicle and equipment operation; and, Federal, State, and local safety rules and regulations.

Skills: Drive and operate vehicles and Public Works equipment and tools; computer skills, preferably in Microsoft Office Suite® products including spreadsheets, database, and word processing; verbal and written communication skills; customer service skills; effective leadership skills; organizational, planning, and supervisory skills; time management skills; problem-solving skills; team building skills; and, analytical skills.

Ability to: Foster teamwork and work collaboratively in a team environment with diverse populations; communicate effectively and respectfully at all levels; read and interpret maps, sketches, and schematics; adapt to change; make objective decisions; represent the City professionally; apply professional judgment and discretion in all situations and maintain highest standards of confidentiality

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

and appropriateness; develop and demonstrate highly effective interpersonal relationships, one-on-one, and as a team member; apply good problem-solving skills; cope effectively with conflict; work effectively and collaboratively with staff, other organizations, and the general public; drive and operate vehicles and Public Works equipment and tools and telephones/radios, computer, and other office equipment. Physical ability to perform the essential job functions and utilize protective clothing and gear. Pass a criminal background check and drug testing.

PHYSICAL DEMANDS OF POSITION

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing up to 25 pounds on a regular basis such as equipment, tools, and materials, and may infrequently be required to lift or move materials up to 100 pounds with assistance. Manual dexterity and coordination are required more than half of the work period (approximately 80%) while operating public works equipment and tools such as vehicles/trucks, backhoes/excavators, hydro-flusher, vac-trailer, sweepers, chainsaws, hand tools, lab equipment, radios, and testing and locating equipment.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is primarily (approximately 100%) working in an outdoor environment, subject to inclement weather conditions including light variations, rain, mud, snow, heat, dust, confined space entries, heights, noise, gasoline, diesel, and uneven terrain. The employee regularly uses hearing protection, SCBAs for chlorine handling, reflective vests, hard hats, and other protective clothing and equipment.

SIGNATURES:

This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbent Name

Incumbent Signature

Date

Supervisor Name

Supervisor Signature

Date

Date Revised: May 2014

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