

City of Waldport

P.O. Box 1120

Waldport, OR 97394

Phone: (541) 563-3561



Utility Worker position description

Job Title: Utility Worker

Department: Public Works

Salary : \$49,781 (\$23.93/hr) starting doe

Reports To: Public Works Supervisor

This position is a full-time, Fair Labor Standards Act non-exempt position. It is not anticipated that the Utility Worker will be required to attend meetings other than regular work hours; however, the employee may be called back to work before or after regularly scheduled work Hours or on scheduled days off.

Major Function and Purpose:

The City of Waldport's municipal utility worker is primarily responsible for maintaining city properties and utilities. The utility worker performs a broad range of repair and installation tasks essential to the upkeep of all public utilities within the city. The position is primarily responsible for maintaining City assets and utilities to be clean, safe, and suitable for use by the public.

General Function

Under the general supervision of the Public Works Supervisor, with additional oversight by the City Manager and Public Works Director, the Utility Worker performs skilled and semi-skilled labor for the Public Works Department of the City of Waldport. Tasks may include building and grounds maintenance, street repair and maintenance, water and sewer main repair, excavation, and associated activities required to operate the municipal services and facilities.

Supervision Responsibilities

This position is non-supervisory.

Job Duties and Responsibilities

- Conduct meter reading and meter maintenance to generate monthly billing statements
- Install, maintain, and repairs sanitary sewer lines, tap sewer mains for new service connections, and inspect manholes for flows and surcharging
- Install, maintain, and repair water lines, water pumps, and install water meters
- Ensure that city street, park, and utilities are kept in satisfactory condition for safe use by the public

- Flagging and placement of traffic control devices at construction locations
- Operate equipment such as backhoe, earth compactor, excavator, mower, and vector truck
- Perform tasks directed at maintaining city property in an attractive condition (i.e., mowing the lawn, patching holes, ornamental weed control)
- Performs tasks directed at maintaining city property in a safe condition (i.e., repair of streets, repairing traffic signs)
- Maintains departmental equipment as needed
- Keeping orderly written records as directed, maintaining city files and records
- Performing of other duties as assigned

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and perform any other job-related duties requested by their supervisor.

Knowledge, Skills, and Abilities

While requirements may represent minimum knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the skills or aptitudes to perform each duty proficiently.

- Background in municipal water, sewer, street maintenance services
- Mechanical aptitude and inclination
- Ability to work efficiently with minimal supervision
- A conscientious attitude in serving the public

Working Conditions

The majority of work will be performed outdoors. Employees in this position often work on public roadways, exposed to traffic hazards, sometimes at night or in inclement weather. Additional job site conditions include exposure to open trenches, sewage, various chemicals, and dust or pollen. The employee may also be exposed to hazards such as dampness, direct sunlight, machinery or its moving parts, chemicals, pesticides, insecticides, similar solutions, insect stings, liquid chemicals, and noisy work areas. Some sites may be in remote locations, requiring the employee to walk over rough terrain. The employee is frequently exposed to noxious odors, chemical fumes, and liquid solvents. They may also be required to work near live electrical lines.

The Utilities Worker must have the overall stamina and ability to perform moderate to strenuous physical activity, including:

- Ability to stand or walk for long periods
- Traverse rough terrain
- Work in or over water
- Work at heights or on scaffolding
- Lift or carry up to 65 pounds

Job requirements include a need to climb, bend, and work in tight or confined areas. The Incumbents must be able to hear alarms and can audibly identify the presence of danger or hazard.

Recruiting Requirements

- High school education, or GED
- Valid Oregon State Driver's License, with a safe driving record
- Ability to obtain a Class B Commercial driver's license
- Experience in the use of a variety of heavy-duty vehicles and power tool
- An Oregon Wastewater Collection and Distribution Grade 1 certificate; OR a grade 2 license in either Wastewater Collections or Water Distribution.
- Ability to obtain a level 2 Wastewater Collection, and Water Distribution within 24 months of hire date.
- Ability to obtain an Oregon State flagging certification within six months of hire date (training provided by Employer)

Experience and Skills Preferred

- Operate equipment such as backhoe, earth compactor, excavator, mower, and Vacc truck
- 1-3 years of pump, electrical, or water/ sewer mainline repair and maintenance experience.
- Reading, writing, and oral communication skills
- Ability to maintain effective working relationships with supervisor and peers under dangerous and difficult physical circumstances
- General knowledge associated to water/ sewer main replacements techniques
- Proficiency in safe work practices
- Additional training in special programs such as cross-connection control and backflow prevention
- Confined Space entry
- Competent person training

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.

Updated 09/07/2023