

# City of Bay City, Oregon

**Job Title:** Utility Worker 1  
**Department:** Public Works

**Salary:** \$3,072.50 - \$4,117.50/month  
**FLSA:** Non-Exempt

## **General Roles and Responsibilities**

Under the direction of the Public Works Director, he/she is expected to operate manual and power equipment required for the maintenance of roads, parks, sewer and water facilities, and public buildings. He/she is expected to maintain gasoline, diesel, and mechanical equipment and machinery such as backhoes, automobiles, fire trucks, dump trucks, pumps, generators, and propane and chlorine equipment. He or she is expected to maintain and operate wells, pumps, and chlorine equipment and to perform other duties as assigned by the Public Works Director.

## **Essential Functions**

- 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.
- Repair, maintain and install street signs.
- 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 program and follow all safety rules and procedures for work areas.
- Complete utility locates as requested.
- Serve as part of the rotating on-call and weekend schedule.
- Perform other generally acknowledged Public Works duties as requested.
- Roadside mowing and ditch cleaning.

## **Job Qualifications**

- An Oregon commercial driver's license class B must be obtained.
- High School diploma or GED

**Education & Experience:** The Utility Worker 1 shall be required to obtain certification in either water systems or wastewater systems within five (5) years of the date of employment. The Public Works Director shall decide which certification the employee shall obtain after the first year of employment.

***Licenses; Certifications; Special Requirements:*** A valid Class B Oregon driver's license with a satisfactory driving record.

## **Working Conditions**

### Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator, and to operate standard office equipment. The incumbent in this classification occasionally bends, stoops, kneels, reaches, pushes, and pulls drawers open and closed to retrieve and file information. Uses hands to find, handle, feel, and/or operate objects, tools, or controls, and reaches with hands and arms. Incumbent must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds. outdoor work is required in the inspection and maintenance of public infrastructure systems, construction sites, and code enforcements cases

### Environmental Elements

While performing the duties of this job, the employee work conditions included; work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. Potential exposure to extreme weather conditions. May be exposed to moving vehicles and equipment. May be exposed to hazardous chemicals or infectious diseases.

## **Work Schedule**

Typical hours are 40 hours per week. Attendance at various meetings may be required evening and weekend work hours.

## **Non-Essential Functions**

Other duties as assigned.