

CITY OF PHOENIX

JOB DESCRIPTION

Job Title: Lead Utility Worker
Department: Public Works
Reports to: Public Works Director
FLSA Status: Non Exempt
Effective Date: 10/01/08

DEFINITION: The Utility Worker- Lead Man operates equipment necessary to the operations of the Utility Department in the areas of water distribution, storm drain system, parks, streets, meter reading and other equipment, as needed.

ESSENTIAL DUTIES:

The duties and responsibilities are not be construed as all-inclusive. The essential duties will include other responsibilities as assigned or acquired.

1. Knowledge of rules, policies, practices and procedures of the department.
2. Responsible in responding to emergency call-outs.
3. Responsible for performing weekend rounds on a rotating basis.
4. Operate water distribution systems, including water main repair and service installations.
5. Assist in patching streets with asphalt and gravel and help repair water cuts in the pavement.
6. Load and unload rock, dirt, gravel, sweeping and other materials.
7. Assist skilled and semi-skilled workers in varied construction and maintenance duties.
8. Operate automotive equipment such as dump trucks, sweeper, and flusher truck and less complex machinery as part of regular duties.
9. Dig and backfill ditches.
10. Do mechanical work.
11. Mow grass, rake leaves and trim weeds on town property and parks.
12. Clean buildings, wash windows, and empty trash cans.
13. Paint interior and exterior walls and trim.
14. Operate backhoe to dig trenches.
15. Drive truck and load fallen tree limbs and roadside trash onto truck and deliver refuse to landfill.
16. Remove and replace damaged traffic signs.
17. Direct day-to-day activities of utility workers.
18. Operate utility locating equipment.

ESSENTIAL JOB FUNCTIONS

1. Ability to prepare clear, concise reports.
2. Ability to convey information in a concise manner, both orally and written.
3. Ability to establish and maintain effective relationships with subordinates as well as other departments within the City.
4. Ability to work independently.
5. Ability to read and interpret documents and construction plans.
6. Ability to maintain good organizational skills.
7. Ability to perform multiple tasks with continuity on a consistent basis and in a timely manner.
8. Ability to use computer.
9. Ability to read and comprehend State and Federal laws and regulations that pertain to public utilities.
10. Ability to perform heavy manual labor for extended periods.

JOB QUALIFICATIONS:

1. Five (5) years progressive responsibility in a Public Works Department.
2. Valid Oregon Commercial Driver's License (CDL), Class B on date of hire.
3. A valid Oregon Cross Connection Inspector License.
4. Level II state certification in water distribution is required.
5. An ODOT flagging certificate is required.
6. Attain Erosion and Sediment Control certification with six (6) months from date of hire.
7. Must live no more than 20 minutes from City Hall and be no more than 15 miles from City Hall when on call.

PHYSICAL DEMANDS OF POSITION:

1. While performing the duties of this position, the employee is frequently required to sit, communicate, reach, stoop, crawl, kneel, climb or balance. Employee will be required to handle or manipulate objects, tools, equipment or controls. This position requires mobility. Duties involve the ability to lift 50 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to focus.