

CITY OF PHOENIX
UTILITY WORKER
JOB DESCRIPTION

Job Title: Utility Worker
Department: Public Works
Reports to: Lead Utility Worker
FLSA Status: Non exempt

Union Position: Yes
Effective Date:

DEFINITION: Perform skilled and semi-skilled assignments for the installation, operation, maintenance, and repair of the water distribution system, streets, parks, storm drains, meter reading and manual labor in general public works and maintenance operations and other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Knowledge of rules, policies and procedures of the department.
2. Responsible in responding to emergency call outs.
3. Responsible to be on-call and perform weekend rounds on a rotating basis
4. Operate water distribution systems, including water service and main repair and service installation.
5. Street maintenance including, but not limited to, pothole repair, etc.
6. Assist skilled and semi-skilled workers in varied construction and maintenance activities.
7. Load and unload rock, dirt, gravel, sweepings and other materials.
8. Operate automotive equipment, dump trucks, flatbed trucks, flusher and less complex machinery as part of regular duties.
9. Make minor repairs to buildings, fixtures, fences, etc. in all city buildings.
10. Read water meters.
11. Operate backhoe to dig and backfill ditches and/or trenches.
12. Vehicle and Equipment maintenance checks.
13. Mow grass, rake leaves and trim weeds on city property, ROW's and city parks.
14. Dig flower beds and plant flowers.
15. Utility locating.
16. Parks maintenance including, but not limited to, cleaning restrooms and emptying park trashes.
17. Load fallen tree limbs, roadside trash, etc. onto truck and deliver to landfill.
18. Remove, replace and maintain street signs.
19. Storm drain maintenance.
20. Herbicide application on city property, ROW's and city parks.
21. Minor concrete work and sidewalk repair.
22. Cross Connection Inspection.
23. Street sweeping.
24. Erosion control.
25. Use and operate flagging equipment to control traffic in vicinity of work crews.
25. Other duties as required.

ESSENTIAL JOB FUNCTIONS:

1. Ability to understand and follow oral instructions.
2. Ability to read and comprehend correspondence and memos.
3. Ability to write simple correspondence.
4. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
5. Ability to work independently.
6. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
7. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
8. Ability to operate machinery safely.

JOB QUALIFICATIONS:

1. Two (2) years' experience working in a public works field or water utility/construction field, or any combination of both. Landscape and irrigation maintenance experience a plus.
2. Valid Oregon Commercial Driver's License, (CDL), Class B, is required, or must be obtained within six (6) months from date of hire.
3. An ODOT flagging certificate must be obtained within six (6) months.
4. Must attain Level I state certification in water distribution within 18 months from date of hire.
5. Must attain Level II certification in water distribution within 3 years.
6. Must attain Erosion and Sediment Control certification within one (1) year from date of hire.
7. Must attain Cross Connection Inspector license within three (3) year from date of hire.
8. Must live no more than 20 miles from the City of Phoenix.

PHYSICAL DEMANDS OF POSITION:

1. While performing the duties of this position, the employee is frequently required to sit, communicate, reach, stoop, 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. alone and up to 100 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.

WORKING CONDITIONS:

Usual public works conditions - all weather conditions. The noise level in the work environment is usually loud. Employee is regularly exposed to moving mechanical parts. Occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration. Where appropriate personal protective equipment will be issued and the employee will be trained in its proper application and use.

