

Class Specification
Utility Worker Series

Job Family Public Works
Bargaining Unit: SEIU Local 921
FLSA Status: Non-exempt

General Summary

Under general supervision, positions in this class perform a variety of manual, semi-skilled or skilled labor in the construction, maintenance, repair and related operational service activities in assigned areas of Public Works, such as water, roads, recycling, wastewater, stormwater, and parks and community services.

Essential Functions

This class is comprised of two levels, Utility Worker I and II. The first level in this series is the Utility Worker I, which under immediate supervision performs manual labor in assigned area(s). The Utility Worker II is the second level and is distinguished from the Utility Worker I in that under general supervision, it performs multiple semi-skilled or skilled tasks requiring knowledge, experience and training, in support of a variety of public works areas and in support of other higher-level staff and/or in leading the work performed by or with the Utility Worker I or others.

Typical Duties/Examples of Work

The following duties are a representative sample of the level of responsibilities, but do not include all of the duties of a similar complexity and responsibility, which may be assigned, to a position in this class or for performing the activities related to a specific area.

General, may apply in all Public Works areas:

- Operate hand and power tools, light trucks, tractors, forklift, and loaders or other equipment for a specific area, such as mowers, spreaders, aerator, or baler.
- Perform routine maintenance of vehicles and power tools, including washing vehicles, as needed.
- Clean work areas.
- Maintain and repair buildings and grounds.
- Assist with unexpected or emergency situations that may arise in any Public Works area.
- Notify Public Works Specialists, Foreman and Director, when necessary.

When assigned or related to Water:

- Install and repair water distribution systems
- Install water meters
- Install, maintain and clean vaults, pumps, and tanks
- Test water for chlorine levels, and take other water quality tests
- Install and repair water lines or pipes
- Respond to calls reporting water leaks
- Read and record water meter readings
- Prepare and monitor accurate records and operate personal computer.

When assigned or related to Wastewater:

- Install and repair sewers.
- Check operation of wastewater pump stations.
- Read and record wastewater meter readings
- Prepare and maintain accurate records and operate personal computer
- Take water quality readings and measurements
- Respond to calls relating to wastewater such as breaks and pump failures

When assigned or related to Roads:

- Maintain and repair street pavement and emergency beach access.
- Install and/or paint pavement markings.
- Grade roads.
- Maintain road shoulders and right of way.
- Install and maintain traffic signs,
- Construct and repair sidewalks.
- Install and maintain storm drainage pipes and catch basins.
- Inspect and clean storm water outfalls.
- Set up traffic control and perform flagging functions.
- Prepare and maintain accurate records; update Pavement Management System reports; and operate personal computer.

When assigned or related to Parks and Community Services:

- Mow grass, trim and weed planting beds.
- Prune trees and shrubs to shape and remove dead growth.
- Plant trees, shrubs and other plant materials; mulch and fertilize landscaped areas.
- Irrigate in various locations.
- Remove and dispose of litter from public property.
- Sort by class; handle and load recyclable waste materials.
- Construct, repair and maintain playground equipment, tables and other parks or beach equipment.
- Assist in marine mammal rescue
- Maintain beach accesses and parking lots

When assigned or related to Recycling:

- Pick up waste recyclable materials from public facilities.
- Receive and sort recyclable materials by categories; bale, stack or otherwise organize for storage.
- Clean and restock public restrooms.
- Maintain Recycle Center in a clean and orderly condition; dispose of non-recyclable materials.
- Maintain record of activities.
- Provide information or respond to questions from the public about recycling program goals and procedures.
- Determine when collected materials should be sent to market.

Mandatory Qualifications

Utility Worker I

Graduation from high school or GED and possession of a valid driver's license and 6 months experience performing general labor/manual work, good physical condition, and the ability to work with hand and power tools is required.

Utility Worker II

Graduation from high school or GED and 3 years' experience in public works maintenance or related construction; and possession of a valid driver's license.

Desirable Qualifications

Utility Worker I

One-year experience in unskilled labor related to maintenance or light construction.

Utility Worker II

Possession of one or more of the following: Class I Water Treatment Certificate, Class II Water Distribution Certificate, Class II Wastewater Collection System Certificate, Class II Wastewater Treatment Certificate, first aid and CPR card; Fork Lift Operator's Certificate and Erosion Control Certificate.

Knowledge Required

Utility Worker I

- Knowledge of and experience with the use and operation of hand and power tools.
- Methods and techniques of performing manual labor.
- Knowledge and experience with safe work habits and practices.

Utility Worker II

- Knowledge and experience with the use and operation of hand and power tools and with a variety of vehicular and stationary mechanical equipment related to Public Work areas.
- Knowledge and experience in safety practices and principles related to operations and maintenance in Public Work areas.
- Basic understanding of the laws and regulations related to Public Work areas operations and maintenance, as applicable.
- Working knowledge of basic arithmetic and mathematics principles.
- Working knowledge of English grammar, spelling and usage.

Skills Required/Ability to:

Both Levels

- Perform heavy manual labor.
- Apply and practice safe work habits.
- Use and operate hand tools, mechanical equipment, power tools, and other equipment that may be required for a specific area in a safe and efficient manner.
- Operate a variety of vehicular and stationary mechanical equipment related to the area assigned in a safe and effective manner.
- Understand and follow oral and written instructions.
- Work independently or as a member of a work group.

- Develop and maintain effective working relationships with others.
- Provide appropriate explanations or respond to questions from the public.
- Provide information to staff and/or others (e.g. contractors,).
- Recognize when it is necessary to contact higher-level staff.
- Perform duties and work in a manner to maximize public safety related to the assigned area.
- Work with the public and provide information in a courteous manner

Utility Worker I

- Perform manual labor in the maintenance, construction and repair work related to the assigned area.

Utility Worker II

- Perform semi-skilled or skilled maintenance, construction and repair work related to the assigned area.
- Read, write, and speak English
- Execute work orders and follow instructions.
- Interpret and apply established procedures, policies, and rules or regulations.
- Lead the work of a Utility Worker I, temporary or seasonal staff.
- Apply sound judgment and practical knowledge to respond to or resolve unusual or irregular problems.
- Ability to use a keyboard and word processing, spreadsheet program or other application as required for the position.
- Ability to maintain records as required for the position.

Licensing/Special Requirements

Possession of a valid driver's license. Some positions in this class may require additional licensing or special requirements pursuant to the needs or requirements of a specific area, such as a forklift operator's certificate, flagging certificate or other type of certificate.

Working Conditions

Strenuous physical work is required. May be required to work nights, evenings, weekends and/or holidays and subject to occasional call out after regular work hours. Required to stand, walk, twist or bend for extended periods of time and to work in all types of weather. Required to perform work above the ground, in trenches or in confined spaces or on irregular surfaces and to travel to or from various sites. Frequently required to handle heavy objects by pushing, pulling, carrying and lifting objects weighing up to 90 pounds. Occasionally requires handling or working with toxic/hazardous substances.

Classification History

Adopted: 1995 (Utility Worker I, Utility Worker II); December 2000 (Water Utility Worker II, Recycling Specialist)
 Revised: October 2003, Utility Worker Class series created, composed of Utility Worker I and Utility Worker II