



We value the opportunity to serve our community of Sisters through:

Commitment

Exceptional Customer Service

Respect and Fairness

Accountability

Teamwork

Professionalism

CITY OF SISTERS

POSITION DESCRIPTION

POSITION TITLE: Utility Technician I
DEPARTMENT: Public Works
FLSA STATUS: Non-Exempt
SALARY GROUP: Grade 15

PURPOSE OF POSITION:

This position performs a variety of unskilled, semi-skilled and skilled maintenance and construction work associated with operating the City's water, sewer and stormwater systems. This position also performs maintenance and repair on the city buildings, streets and parks.

ESSENTIAL JOB FUNCTIONS:

- Assists in maintaining and operating the water distribution system and wastewater collection system including daily monitoring and inspection of the systems.
- Reads and records water meters, tests and repair meters, maintains meter boxes and surrounding area and performs turn ons and turn offs.
- Installs, repairs and maintains water distribution system including meters, fire hydrants, service lines and main lines.
- Performs general maintenance and repairs of the sewer collection system including line flushing, manhole rehabilitation and pump station cleaning.
- Maintains and repairs streets, alleys and rights-of-way which include patching pavement; repairing sidewalks and curbs, striping and street sweeping.
- Maintains city storm drainage system by cleaning and repairing stormwater facilities, lines and catch basins.
- Repairs and replaces street light bulbs, directional and informational signs and bulb-out landscaping as needed.
- Assists with wastewater treatment plant operations and maintenance including lab tests, pump maintenance, irrigation start up and shut down and other duties as required.
- Performs park maintenance including restroom cleaning, mowing, weed eating, safety inspections, irrigation maintenance and all other park related duties as required.
- Operates light and medium construction equipment including dump truck, snow plows, vector, mowers, street sweepers, striper and various power tools.
- Available to be on-call 24 hrs/day for up to a week at a time.

- Performs other duties as assigned that support the overall objective of the position.

JOB QUALIFICATIONS REQUIREMENTS:

Mandatory Requirements:

- High school diploma or equivalent. One to three years of experience/training which has provided specific knowledge to perform the duties associated with water distribution and wastewater collection systems; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties. (Two year technical degree may be substituted for two years experience)

Necessary Knowledge, Skills and Abilities:

- Experience on backhoe (front and back) and other heavy equipment operation.
- Experience in landscape, irrigation, fertilizer and lawn maintenance.
- Developed skills in the operation of construction equipment, landscaping, and carpentry.
- Basic knowledge in mechanics, hydraulics, welding, and carpentry.
- Ability to carry out the essential functions of the position with general supervision.
- Establish and maintain positive working relationships with supervisor, employees, city council, and general public.

Special Requirements/Licenses:

Possession of, or must obtain, a valid Oregon Commercial Drivers License Class B with tanker endorsement within 90 days of hire. Possession of, or must obtain, a current State of Oregon Water Distribution Level I, Wastewater Collection System Level I certification, and a State of Oregon Flagger card within 1 year of hire. Must have a clean driving record.

SUPERVISION RECEIVED:

Works under the direction of the Public Works Maintenance Supervisor who holds the employee accountable for achieving department goals and objectives.

SUPERVISOR RESPONSIBILITIES:

No supervision exercised in this position

PHYSICAL DEMANDS:

Requires the ability to function outdoors engaged in work of an active nature. Requires the ability to maintain cardio-pulmonary fitness to engage in moderate physical activity. Requires ambulatory ability to move to different work locations and to bend, stoop, climb, and reach to perform inspections. Requires arm, hand, finger dexterity to demonstrate use or operate common tools used in public works construction and maintenance, operate rolling stock, and use a computer keyboard and other office equipment. May require the ability to lift from floor, waist, or overhead, objects up to 75 pounds on an occasional basis. Requires the ability to function with temperature variations. Requires visual acuity to observe work sites, read written materials, blueprints, plans

and schematics. Requires auditory ability to carry on conversations in person and over the phone, including the ability to project voice in noisy work settings.

TOOLS AND EQUIPMENT USED:

Required to operate heavy equipment and apply tools commonly used in construction, installation, maintenance, and repair of public works facilities and systems. Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine and fax machine.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, temperature variations, and dangerous equipment.

The noise level in the field environment is usually moderate, except during certain maintenance duties when noise levels may be loud.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

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

Paul Bertagna
Public Works Director

06/20/2016
Date

Joseph O'Neill
Director of Finance & Administration

06/20/2016
Date

ADOPTED: 6/23/2011
REVISED: 06/20/2016