

# City of Algona

## Job Description

**Job Title:** Utility Worker

**Department:** Public Works

**Salary :** \$ 3,763 - \$4,574 Month

**Reports To:** Public Works Supervisor

**Effective Date:** June: 14th

This is a full-time, Fair Labor Standards Act non-exempt position. The Utilities Worker is not a Civil Service employee, and union membership (or lawful membership alternative) is required. It is not anticipated that the Utility Worker will be required to attend meetings during other than normal work hours; however, the employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

### ***Major Function and Purpose***

Municipal utility workers are primarily responsible for maintaining City properties and utilities. The Utilities Worker performs a broad range of repair and installation tasks that are essential to the upkeep of all public utilities within the city. The Utilities Worker is primarily responsible for maintaining City properties and utilities so they are clean, safe, and suitable for use by the general public.

### ***General Function***

Under the general supervision of the Public Works Supervisor, with additional supervision by the City Administrator and or Public Works Director, the Utilities Worker has a variety of routine duties including road repair, water and sewer systems maintenance, and general labor as needed. The Utilities Worker performs a variety of specific and non-specific duties and responsibilities intended to maintain the City's facilities for the benefit of the City and its citizens. This position requires substantial maintenance and repair work, as well as operation of heavy equipment.

### ***Supervision Responsibilities***

This is a non-supervisory position.

### ***Job Duties and Responsibilities***

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor.

- Installs, maintains and repairs a variety of public utility fixtures, such as sewers, storm drains, and the city water supply system

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- Ensures that city streets, parks and utilities are kept in satisfactory condition for safe use by the public
  - Conducts water sample tests to determine the purity of drinking water
  - Keeps water usage records
  - Conducts meter readings for the purpose of generating monthly billing statements
  - Performs tasks directed at maintaining city property in an attractive condition, (i.e., mowing the lawn, patching holes, ornamental weed control)
  - Performs tasks directed at maintaining city property in a safe condition, (i.e., repair of streets, grading gravel roads, repairing traffic signs)
  - Maintains departmental equipment as needed
  - Maintains City Hall grounds for suitable attractiveness

### ***Knowledge, Skills and Abilities***

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Background in municipal water, sewer, street maintenance services
- Mechanical aptitude and inclination
- Ability to work in an efficient manner with minimal supervision
- A conscientious attitude in serving the public

### ***Working Conditions***

Work is performed primarily outdoors. Employees in this position are often working on public roadways, exposed to traffic hazards, sometimes at night or in inclement weather. Additional job site conditions include exposure to open trenches, sewage, various chemicals, and dust or pollen. The employee may also be exposed to hazards such as dampness, direct sunlight, machinery or its moving parts, chemicals, pesticides, insecticides, or similar solutions, insect stings, liquid chemicals, and noisy work area. Some sites may be in remote locations, requiring employee to walk over rough terrain. The employee is frequently exposed to noxious odors, chemical fumes and liquid solvents. He/she may also be required to work near live electrical lines.

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## ***Physical Requirements***

The Utilities Worker must have the overall stamina and ability to perform moderate to strenuous physical activity, including:

- Ability to stand or walk for long periods of time
- Traverse rough terrain
- Work in or over water
- Work at heights or on scaffolding
- Lift or carry up to 65 pounds.

Job requirements include a need to climb, bend, and work in tight or confined areas. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard.

## ***Recruiting Requirements***

- High school education, or GED
- Valid Washington State Driver's License, with a safe driving record
- Must be able to obtain a Class A endorsement within the probationary period
- Experience in the use of a variety of heavy-duty vehicles, power tools, and welding equipment
- May, at the City's request, be required to obtain a valid state water certification and public spraying license
- State flagging certification

## ***Experience and Training***

Any combination of experience and training that provides the desired skills, knowledge and abilities.

***Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.***

*This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.*