

CITY OF MILWAUKIE

CLASSIFICATION: UTILITY SPECIALIST I

Department: Community Development/Public Works Grade Number:6(56) FLSA: Non-exempt
Location: Johnson Creek Blvd. Union: AFSCME EEO Category: 7 – Skilled Craft

DESCRIPTION:

Performs a variety of work related to monitoring the quality and performing service inspections for an assigned utility area such as storm water or water. Work is performed in a manner consistent with public health standards and which ensures quality of utility is consistent with all applicable, State, Federal and local laws and ordinances. This position is distinct from the higher level utility specialist II by the performance of less complex duties. This position works under the direction of the Operations Supervisor; however may receive daily lead worker direction from a Utility Specialist II.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES: Any one position may not include all of the duties listed depending upon the area assigned (storm water, waste water, or water).

1. Collects samples for laboratory analysis, performs field tests and lab tests on these samples to ensure compliance with local, State and Federal laws and ordinances.
2. Performs site inspections, and prepares reports and other necessary paperwork and coordination with internal and external customers.
3. Evaluates information and problem solves any irregularities and either takes corrective action as necessary or makes recommendations as to appropriate corrective action.
4. Responds to inquiries, and complaints, investigates situation and works to resolve the situation or provide appropriate information related to their inquiry.
5. Responds to emergency situations and determines appropriate course of action.
6. Repairs and maintains treatment and transfer pump equipment.
7. Maintains infrastructure maps using GPS, GIS and maintains infrastructure inventory database for all utilities: water, storm water, waste water, and streets.
8. Establishes and maintains data and pertinent records; prepares statistical and narrative reports.
9. Provides educational outreach efforts regarding particular utility function and keeps public informed of changes and repairs that will affect them.
10. May also be called on to perform the duties of the Utility Worker I repairing and maintaining the distribution systems.
11. Maintains positive public relations with customers and is responsive to customer needs.
12. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
13. Performs other duties as required.

UTILITY SPECIALIST I
PAGE 2 OF 4

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. Job Preparation:

a) Education:

- i) High school diploma or GED equivalency plus post high school education (training) in specialty area equivalent to 1 year of full time classes; or
- ii) Any equivalent combination of education and experience.

2. Prior Experience:

a) Work Experience:

- i) Two (2) years of progressively responsible related experience; or
- ii) Any equivalent combination of education and experience.

b) Necessary Knowledge, Skills and Abilities:

- i) Knowledge of equipment, facilities, materials, methods, and procedures used in public works systems.
- ii) Knowledge of installation, connection, construction, and repair related to assigned specialty area.
- iii) Knowledge of maintenance construction and repair methods and procedures used in assigned area.
- iv) Knowledge of safety practices and procedures applicable to area of assignment.
- v) Knowledge of safe and effective operating practices of light and heavy equipment used in assigned area.
- vi) Knowledge of traffic systems, signs, and signals, techniques of flagging and traffic control.
- vii) Ability to learn and apply federal, state, and local regulations for assigned specialty area.
- viii) Ability to operate and maintain equipment and power tools used in public works operations including chlorination equipment and jetting machines.
- ix) Ability to establish and maintain accurate records and prepare reports.
- x) Ability to perform heavy manual work under confined and uncomfortable conditions.
- xi) Ability to determine appropriate resources needed for a project and to direct the work of others.
- xii) Ability to interpret construction plans.
- xiii) Knowledge of pumps and pumping systems and water distribution systems.
- xiv) Ability to establish and maintain effective working relationships.
- xv) Ability to work as a team member.
- xvi) Ability to perform the essential functions of the job.

3. Special Requirements:

- a) Must possess, or be able to obtain by time of hire, a valid Oregon State Driver' License; and either possess or obtain within 6 months of date of hire a Commercial Driver's License with Class B endorsement and depending upon assigned area may be required to obtain a Class A endorsement within one year of hire.
- b) Must obtain OSHA Confined Space and Competent Person Certification, and Traffic control

UTILITY SPECIALIST I
PAGE 3 OF 4

certification within six (6) months of hire.

- c) For positions in the sewer/storm division must possess at time of hire or obtain the Wastewater Collections I Certification within one (1) year of hire and have some erosion control classes.
- d) For positions in the water division must possess at time of hire or obtain the Water Distribution I, Water Treatment I, and Cross Connection Specialist certification within six (6) months of hire.

4. Tools and Equipment Used:

- a) May use but is not limited to any of the following depending upon respective field of operations: dump truck, backhoe, sanders, rakes, service trucks, loader, jack hammer, sweeper, street sander, roller, paving equipment, sewer equipment, GPS equipment, combination machine, hydro cleaner, air compressor, variety of other hand tools, multimeters, amp meters, pressure gauges, and transducers.
- b) Computer and printer, digital camera, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and telephones.

5. Supervision:

- a) This position does not provide supervision to any other staff.
- b) Operates under the general direction and supervision of the Operations Supervisor; may receive daily lead worker direction from the Utility Specialist II.

6. Communications:

- a) Has regular contact with City residents, other departments, vendors and other government agencies.
- b) The communications can be technical in nature. Rarely is communication confidential in nature.

7. Cognitive Functions:

- a) Work is performed with moderate level of independence within defined policies and procedures yielding some latitude.
- b) Problems encountered are of some difficulty with precedent often available. Complexity encountered in safety issues working near other utilities; nature of GPS equipment; complexity of sewer pump stations and force mains which are monitored using telemetry system and in resolving problems which affect quality of services provided.

8. 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.

- a) Work is performed outdoors in all weather conditions.
- b) Able to lift up to 50 pounds.
- c) Strenuous physical exertion may be required.
- d) Hazards include work on and around heavy construction equipment, on public roads in traffic, in utility trenches, and confined spaces, exposure to raw sewage, toxic elements, and other hazardous chemicals. (Safety equipment is provided.)
- e) General hours of work are 7:00 a.m. – 3:30 p.m. Monday - Friday; however persons in this

**UTILITY SPECIALIST I
PAGE 4 OF 4**

classification are called out in emergency situations at all hours.

9. **Resource Accountability:**

- a) Accountable for maintaining quality of utility services and accountability for equipment.
- b) Has some impact on supplies and materials inventory.

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

Drafted: 07/01/95
Adopted: 07/01/95
Revised: 03/01/98
Revised: 11/30/04