

City of Colfax Job Description

TITLE: General Utility Worker

DEPARTMENT: Public Works

REPORTS TO: Public Works Director

GRADE: 2

SALARY RANGE: \$3,346-\$4,210

CLOSING DATE: November 24th, 2014

MAJOR FUNCTION AND PURPOSE:

This position performs a variety of semiskilled and skilled tasks in the construction, maintenance, and repairs of public works facilities; does related work as required. An employee in this class is responsible for working as a member of a crew on street, water, and sewer projects and may work independently on selected jobs. May provide supervision to temporary employees. Will participate in comprehensive cross training programs in the areas outside their specialization.

SUPERVISION RECEIVED:

Serves under the direct supervision of the Public Works Director

SUPERVISION EXERCISED:

May supervise temporary employees.

ESSENTIAL FUNCTIONS:

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

- Cleans, maintains, and repairs City streets, sidewalks, and rights-of-ways involving pavement patching, concrete forming/finishing, grading, brush cutting/mowing, sanding and plowing to achieve and maintain safe and quality surfaces and appearance.
- Follows direction in laying out and painting pavement markings including curbs and parking spaces.
- Installs, repairs, and replaces street and regulatory signs as well as barricades.
- May operate light and heavy construction equipment including dump trucks, bulldozers, backhoes, loaders, forklifts, street sweepers, vacuums, tractor mowers, and various power tools in a safe and appropriate manner.

- Installs, maintains, and replaces water meters, fire hydrants, services lines, mains, and other appurtenances.
 - Operates and maintains the water disinfection equipment and maintains acceptable chlorine residual in the city's water distribution system.
 - Read and updates water meter records.
 - May add predetermined quantities of purifying chemicals to City reservoirs, takes water samples, and records readings/test results per instructions.
 - Participates in the manual labor associated with the operation, maintenance, repair, and construction of the water system.
 - Participates in the manual labor associated with the operation, maintenance, repair, and construction of the storm drainage system.
 - Participates in the manual labor associated with the operation, maintenance, repair, and construction of the sanitary sewer system.
 - Performs routine maintenance on City buildings and equipment.
 - Removes and controls snow/ice, sands, and plows roadways as needed.
 - Adds predetermined quantities of purifying chemicals to City reservoirs, takes samples and records reading/test results as needed.
 - Assists in maintaining all Public Works equipment including all vehicles, tractors, small power equipment, rollers, bobcats, trailers, and other equipment.
 - Assists in performing seasonal switch over equipment for leaf season, snow season, and asphalt work.
 - Performs traffic control as needed.
 - Performs mechanical work as needed.
 - Performs occasional welding.
 - May be required to be on-call.
 - Perform related work as assigned.
- Maintain and replace/repair storm system including jetting and vactoring catch basins.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED, one year prior experience in this type of work, Valid Washington State Driver's License, Must obtain a Class B Washington State Commercial Driver's License (CDL), First-Aid/CPR Card, Pesticide Applicator's License, and a Certified Flagger's Card within six months of hire.
- Experience in utility construction, operation, and maintenance and equipment operation is desirable.
- Experience in heavy construction and road maintenance is desirable.
- Ability to lift 75 pounds.
- Ability to walk an entire eight to ten hour shift.
- Must have sufficient physical strength and dexterity to operate all public works equipment.

KNOWLEDGE REQUIRED

- Hydraulic principles.
- Operation and maintenance of storm, sanitary, water, and street systems.
- General maintenance.
- Heavy Construction

SKILLS/ABILITIES REQUIRED

- Ability to repair/rebuild/troubleshoot automotive engines.
- Ability to perform gas, arc, and/or wire feed welding.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Ability to collect water/wastewater samples.
- Ability to perform basic laboratory tests.
- Ability to complete mathematical calculations.
- Ability to use and operate Pick-up truck; backhoe; tractor; dump truck; ditch witch; oxygen; acetylene and arc welders; snowplow swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc. Ladder truck; forklift; pipe tap and die; lawnmower; weedeater; chain saws; bucket truck, blowers; various spray equipment; air compressor, front-end loader; drill press, hydraulic press; miscellaneous power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work.

WORKING CONDITIONS:

- General Utility Workers are expected to perform essential job functions under a variety of environmental conditions including but not limited to the following:
 - High or low humidity
 - Dust from asphalt or concrete work
 - Extreme hot or cold weather when working outside
 - Loud noise and/or vibrations
- The employee faces possible exposure to hazardous materials and infectious agents. Specific visual demands required by this job include close, distance, peripheral, and color vision.

SPECIAL REQUIREMENTS

This position is classified as critical to city operations. Applicant must reside within 20 minutes of the Colfax city limits in the State of Washington upon hire.

The ability to be on call is required.

Classification History

Created: 8/31/2014

Grade: 2

FLSA: Non-Exempt

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Mike Rizzitiello-City Administrator

A handwritten signature in dark ink, appearing to read "G. Todd Vanek", written over a light gray horizontal line.

G. Todd Vanek-Mayor