City of Bellingham

Classification Specification

CLASS TITLE	**Utility Worker I/Utility Worker II/Utility Worker III**
DEPARTMENT	**Public Works - Operations Maintenance**
UNION:	**1937**
SG:	**109/110/111**
CS:	**Yes**
FLSA:	**Y**
EE04/SOC CODE:	**SM/49-4099**

NATURE OF WORK:

This series performs progressively responsible manual and semi-skilled labor in the construction, maintenance, and service work of all public works facilities. Employees in this classification may be assigned to the following units: Street and Stormwater Collection, Wastewater Collection, or Water Distribution. Operates hand and power tools and motorized mobile equipment and/or electronic and hydro test equipment, depending upon the assigned unit. Usually works as part of an assigned crew in an assigned section but may have an individual or specialized assignment. Works indoors and outdoors in all weather conditions and sometimes under hazardous conditions. May be called out for emergency work. Attention to safety and protection of personnel and equipment is integral to work.

DISTINGUISHING CHARACTERISTICS:

Utility Worker I is an entry-level position which may be assigned to the Street and Stormwater Collection, Wastewater Collection, or Water Distribution units of Public Works Operations Cservice of public works facilities. An individual in this position will move to the Utility Worker II level in a non-competitive promotion upon completing 2 years as an Utility Worker I and obtaining certifications based on the requirements of the unit to which assigned.

The Utility Worker II is distinguished from the Utility Worker I by the achievement of certain job specific certifications and two years of service as a Utility Worker I, both of which provide a higher level of skill, specialized training, and experience. An individual in this position will move the Utility Worker III level in a non-competitive promotion upon completing 2 years at the Utility Worker I level and 2 years experience in the Utility Worker II level, certain job specific certifications must be obtained within 1 year of promotion or transfer.

The Utility Worker III has more highly developed working knowledge of the City's infrastructure which may include the Water Distribution system, Wastewater Collection system, Street Infrastructure, and Stormwater Collection system (based on department) policies and procedures. The Utility Worker III is expected to function competently and efficiently as a member of a work crew with less direct supervision. This work requires the skill and ability to independently operate most tools and equipment in the Public Works Operations Maintenance Division. An individual in this position identifies potential project improvements and makes recommendations to senior staff. This position is distinguished from the Utility Workers IV by performing less frequently in specialized, difficult and/or complex assignments; requiring fewer years of experience, and fewer advanced professional certification requirements.

SUPERVISORY RELATIONSHIPS:

Reports to the Supervisor of the assigned unit. May receive direction and training from higher classified positions within the unit.

ESSENTIAL FUNCTIONS:

Depending on the unit to which assigned and level of experience:

1. Shovels, rakes, picks, cleans, hammers, sands, and other such manual labor.

2. Operates machinery and power equipment on an interchangeable basis (for example, five-, ten-and 12-yard dump trucks, trucks and trailers, backhoes, excavators, paving machines, loaders, rollers, brush cutters, tapping machine, jet truck, boom truck, service and pick-up trucks, boring machines, etc.) or may be regularly assigned to a single piece of mobile equipment requiring substantial manual dexterity, without direct supervision and responsible for reporting maintenance problems and determining whether immediate service by a skilled mechanic is required (for example, street sweepers). Utility Worker III operates Vactor truck, camera inspection vehicle, and Gradeall.

3. Performs many heavy manual semi-skilled and skilled tasks such as operating chain saws, jack hammers, drills, pipe saws, pavement saws, mowers, street sweepers, and raking asphalt in an accomplished fashion; may perform right-of-way patching, pavement overlays, maintenance and repair of guardrails, concrete sidewalk repairs, repair storm drainage catch basins, Sewer manholes, and surrounding pavement repairs involving masonry, concrete and asphalt work. Utility Worker III includes trenchless pipe repairs, hydrant and valve replacements, water main repairs, and locates and marks water mains and water services using electronic pipe locating devices.

4. May install, replace and repair sewer pipes, inspect and clean sewer mains and make repairs involving appropriate machine or device; may raise manholes and make related street grade adjustments; may respond to citizen complaints. Utility Worker III make repairs involving operation of a rodding machine; may operate a video scanner to assess sewer system conditions and identify problems.

5. Assists workers in higher classes: cuts, fits, lays, connects, installs various sizes of water, sewer and storm lines; installs valves, tees, crosses, reducers, sleeves, manholes, catch basins, etc., per instructions.

6. Turns on or shuts off water services to customers per order and according to established procedures.

7. Sets up traffic control devices including barricades, flags, and performs other safety-related duties.

8. Logs information, completes work orders and paperwork as necessary. Utility Worker II, III field checks measurements and locations of facilities, marks-up maps and drawings used for updating computer maintenance and GIS records.

9. Responds to afterhours call-outs and investigates customer service requests.

ADDITIONAL WORK PERFORMED:

Utility Worker I, II

1. Performs other duties within the scope of the classification and of the classes below.
2. Participates in job-related training to improve knowledge and skills.

Utility Worker III

1. May lead a group of lower classified and/or extra labor employees in the completion of smaller, less complex assignments.

2. Provides guidance and on-the-job training to less experienced co-workers.

3. Other related duties as assigned.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Good working knowledge in the use of hand and power tools and equipment of the trades.
- Basic written, reading comprehension, and math skills.
- Basic computer skills to learn and utilize computer software and technology as required to perform various assignments.
- Utility Worker III good working knowledge of: Department computer software to perform various assignments; Department materials, work methods and procedures, and City's water system.

Skills in:

- Team skills including problem solving, inter-personal skills, adaptability/flexibility and time management. Utility Worker III provide leadership to lower classified workers in the completion of smaller, less complex projects.
- Good judgement, courtesy and tact necessary to work effectively with diverse groups of people including the general public, other City employees and personnel from other agencies.

Ability to:

- Ability to use or operate, or learn to use or operate, a variety of hand and power tools and motorized equipment safely and efficiently. Utility Worker III instruct others in the proper use of tools and equipment.
- Match the appropriate tool to the task and be aware of the basic cause and effect relationships in the operation of equipment and machinery, take appropriate action regarding equipment and machinery maintenance problems.
- Learn and apply the knowledge and skills needed for a variety of assignments.
- Perform assigned work following written and oral instructions.

- Complete required forms documenting work performed.
- Ability and willingness to follow established safety rules and regulations, and be able to independently recognize hazards at the work site. Utility Worker III instruct others in worksite safety.
- Ability and willingness to work outdoors, year round, in all types of weather conditions.
- Ability and willingness to accept call-out status for emergency situations.
- Ability and willingness to work with electricity in some positions.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Manual dexterity sufficient to operate hand and power equipment safely and efficiently.
  - Correctable vision to read instructions and work safely around equipment.
  - Adequate hearing to effectively hear voice radio and crew communications, roadway traffic and alarms in a noisy environment.
  - Physical ability to continuously stoop, bend, climb, occasionally work in confined spaces or from heights, and frequently lift and carry heavy objects in the 50 lb. range, and occasionally weights of approximately 100 lbs. utilizing proper body mechanics, mechanical and other assistance. Some positions require the ability to work from heights up to 180 feet on a ladder truck or communication tower.
  - Positions in Water Distribution, Wastewater Collection and Street and Stormwater Collection require the physical ability to operate a 60 lb. jackhammer for extended periods of time intermittently throughout the year.

WORKING ENVIRONMENT:

Work is performed primarily outdoors in all weather conditions on City streets and rights-of-way, in close proximity to roadway traffic, or in an industrial plant environment. The work involves moderate risks which require special safety precautions, e.g. working around moving equipment, high speed or high voltage equipment, or with exposure to irritant chemicals or raw sewage. Hazards may include: fumes, dust, gases, and asbestos, moving mechanical equipment parts, extreme temperatures, maintenance and repair of pressurized (up to 200psi) water systems, inadequate lighting, confined spaces, trenches, loud noises and exposure to traffic. Employees may be required to use protective clothing such as coveralls, rain gear, hard hats, safety vests, masks, boots, goggles, gloves, or shields.

EXPERIENCE & TRAINING REQUIREMENTS:

Utility Worker I:
- High School Diploma, or equivalent
- One year of experience or related training using hand and power tools and motorized equipment to perform manual labor required.

Utility Worker II:
- High School Diploma, or equivalent. AND
- Two (2) years' experience as Utility Worker I, OR three years equivalent experience performing manual labor in the construction, maintenance, and service work of public facilities, **AND**
- Possess and maintain the following certifications, based on the requirements of the unit to which assigned:

- Streets and Stormwater Collection Units:
  - Certified Erosion and Sediment Control Lead (CESCL) with in one (1) year of promotion, transfer, or placement to Utility Worker II.

- Wastewater Collection Unit:
  - Washington Wastewater Collection Personnel Association (WWCPA – 1) with in one (1) year of promotion, transfer, or placement to Utility Worker II.
- Water Distribution Unit:
  - Washington State Certification as Water Distribution Manager I within one (1) year of promotion, transfer, or placement to Utility Worker II.

Utility Worker III:

- High School Diploma, or equivalent, AND
- Two years of experience in Public Works Operations Utility Worker I and 2 years of experience in the Utility Worker II classification, OR five years equivalent experience performing manual and semi-skilled labor in the construction, maintenance, and service work of all public facilities, **AND**
- Possess and maintain the following certifications, based on the requirements of the unit to which assigned:
  - Street and Stormwater Collection Units:
    - Certified Erosion and Sediment Control Lead(CESCL)
      Within one (1) year of promotion, transfer, or placement to Utility Worker III.
  - Wastewater Collection Unit:
    - Washington Wastewater Collection Personnel Association (WWCPA–1) within one (1) year of promotion, transfer, or placement to Utility Worker III.
  - Water Distribution Unit:
    - Washington State Certification as a Water Distribution Manager I within one (1) year of promotion, transfer, or placement to Utility Worker III.
    - Training Certificate in Asbestos Pipe Work Practices within one (1) year of promotion, transfer, or placement to Utility Worker III.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check and child and adult abuse records check.
- Valid Washington State driver's license and good driving record. Candidate considered for hire must submit an abstract of his/her driving records for the past three-years; with biennial submission of driving abstract to department, to be forwarded to Human Resources (Policy ADM 10.03.02.4).
- Ability to obtain and maintain Flagging/Traffic Control Card within one year of employment.
- Ability to obtain and maintain First Aid/CPR Card within one year of employment.
- Some positions require the ability to secure a Commercial Driver's License (Class a CDL) with air brakes endorsement within six months of initial hire and to maintain a valid CDL during length of employment.
- Must pass CDL-related drug and alcohol testing throughout term of employment.
- Some positions require Fork Lift Operator's Card within one year of employment.
- Must be able to report to Operations Division for emergency call-out and serve on standby in accordance with bargaining unit agreement.

Failure to obtain appropriate certifications within established time limits will result in demotion to the lower class for which qualified, until such time as the required unit certification is achieved.

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