City of Bellingham
Classification Specification

CLASS TITLE	**Utility Worker IV**
DEPARTMENT	**Public Works - Operations**
UNION:	**1937**
SG:	**112**
CS:	**Promotional**
FLSA:	**Y**
EE04/SOC CODE:	**SC/49-4099**

NATURE OF WORK:

The Utility Worker IV performs skilled labor in Street and Stormwater Collection,Wastewater Collection or Water Distribution and regularly applies special expertise to more difficult or specialized assignments. Employees apply in-depth knowledge and well-developed skills to a broad variety of tasks associated with the work of a crew or for specialized assignments. Utility Worker IV's will rotate between assignments as lead worker on a crew and independent special projects.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished by the recognized level of responsibility and expertise required. Employees are trusted to perform particularly difficult or crucial assignments independently and to provide technical expertise to other employees in completion of specialized, complex, or difficult work. Utility Worker IV's are expected to be particularly skilled at visualizing the desired end product, problem solving, and using equipment and resources to maximum advantage. Promotion to this classification is not automatic andvacancies will be filled through a competitive selection process.

SUPERVISORY RELATIONSHIPS:

Utility Worker IV's in Street and Stormwater, Wastewater Collection,and Water Distribution report to the program area supervisor; assigned work is carried out independently according to City and department policies, procedures and regulations. In many assignments, Utility Worker IV's serve as lead workers.

ESSENTIAL FUNCTIONS:

Depending on the unit to which assigned:

1. Assists supervisor of assigned area in the planning and execution of major projects.

2. Plans and executes small projects individually or as a lead worker, including initiating and completing work orders, requisitions, monitoring work performed and completing associated reports. Notifies the "one-call" system as appropriate.

3. When assigned to field projects, serves as lead worker providing on-site supervision and hands-on training for less experienced employees and/or temporary personnel. As needed, operates both light and heavy equipment. Ensures field project safety including traffic control through project site.

4. Investigates Citizen Inquiry Reports (CIR), initiating and/or recommending corrective action to appropriate area supervisor.

Specialized duties for assigned areas would include:

Street and Stormwater Unit: Organizes equipment, materials and personnel for major storm main repairs and replacements, ditch repairs and cleaning, and various maintenance and repair activities as assigned.

Wastewater Collection Unit: Organizes equipment, materials and personnel for major sewer and main construction projects.

Water Distribution Unit: Organizes equipment, materials and personnel for major water main repairs and construction projects. Performs specialized water meter and backflow preventer inspection, testing, repair, troubleshooting and related record keeping and reporting.

ADDITIONAL WORK PERFORMED:

1. Performs tasks of Utility Worker I, II, and III classes as needed.

2. Assists supervisor in developing, implementing and evaluating the annual work plan for the unit.

3. Occasionally performs additional duties and responsibilities in absence of supervisor.

KNOWLEDGE AND SKILLS:

Knowledge of:
- Thorough working knowledge of all aspects of Public Works/Operations Division.
- Thorough working knowledge of assigned division equipment and ability to provide equipment operation and maintenance at the highest level ensuring efficient and safe completion of work.
- Thorough knowledge of maintenance program for assigned area.
- Basic computer skills including word processing, email and data entry.

Skills in:
- Demonstrated competence in the performance requirement of the classes below.
- Supervisory skills including leadership, interpersonal sensitivity, adaptability/flexibility and time management.
- Strong communication skills to work effectively with co-workers, other City employees, contractors, and the general public.

Ability to:

- Ability and willingness to follow oral and written instructions.
- Work independently, and in a highly competent and efficient manner with minimal supervision.
- Use good judgment and problem solving skills to make independent decisions for difficult job assignments.
- Ability and willingness to learn and efficiently use division computer software to perform various assignments.
- Ability and willingness to provide on-the-job training to less experienced workers including proper procedures and equipment usage.
- Follow established safety procedures and to direct the activities of field crews in a safe manner.
- Ability and willingness to work outdoors in all types of weather conditions.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform 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:

A majority of work is performed outdoors in all weather conditions on City streets and rights-of-ways and in close proximity to roadway traffic, noxious fumes, heavy equipment and occasionally in confined spaces. This work involves moderate risks which require special safety precautions. In this environment, employees are required to wear protective clothing and other safety gear. Some independent projects and completion of paperwork is performed indoors in a modified office setting which includes standard office equipment and computer terminal.

EXPERIENCE AND TRAINING REQUIREMENTS:

When a vacancy in this classification occurs, regular City employees who meet the experience and training requirements will be considered for promotional opportunities in this class.

- Six (6) years of experience in Public Works Operations, heavy construction and maintenance activities, or equivalent, with a minimum of 2 years as a Utility Worker within City of Bellingham Public Works Operations.
- Two (2) years of demonstrated experience leading and motivating employees.
- Basic computer skills including word processessing, email and data entry.

Street and Stormwater Units:
- Must posess and maintain Certified Erosion and Sediment Control Lead-CESCL)

Wastewater Collection Unit:
- Must secure and maintain WWCPA (Washington Wastewater Collection Personnel Assn) WWCPA–2 certification within three (3) years of promotion or hire.

Water Distribution:
- Must possess and maintain a Washington State certification as a Water Distribution Manager II within one (1) year of promotion or hire
- Must secure and maintain Advanced Training Certificate in Cross Connection Control within 6 months of promotion or hire

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 record 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).
- Must be able to report to Operations Division for emergency/call out and to serve on standbyin accordance with bargaining unit agreement.
- Must possess and maintain a valid first aid/CPR card throughout term of employment.
- Must possess and maintain a valid Flagging/Traffic Control Card throughout term of employment.
- Must possess and maintain a Commercial Driver's License (Class A CDL) with air brake endorsement throughout term of employment
- Failure to obtain and maintain 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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COMMISSION ADOPTION: August 8, 2018