City of Bellingham
Classification Specification

CLASS TITLE	**Utility Worker V**
DEPARTMENT	**Public Works - Operations**
UNION:	**1937**
SG:	**113**
CS:	**Promotional**
FLSA:	**Y**
EE04/SOC CODE:	**TE/49-4099**

NATURE OF WORK:

Performs inspections of construction projects and inspects existing facilities to ensure compliance with specifications and standards for water main connections, cross connection control, and post construction inspections. Performs recordkeeping to ensure that state regulations are met and results are compiled according to standards. Performs abatement of private and public agencies for the Public Works Department. As time permits, performs construction, maintenance and repair of the City's water distribution system, streets, pedestrian routes, stormwater system, and sewer system applying special expertise and in-depth knowledge to a variety of more complex, difficult or specialized assignments. Functions as lead worker to crews of Utility Worker I's, II's, III's, IV's, and extra labor employees, or performs independently on specialized assignments requiring well-developed skills, abilities and knowledge. Performs all work of the classes below.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Utility Worker IV classification by the depth and breadth of specialized experience in the area of cross connection devices, backflow prevention, water main connection inspection, and Public Works abatement. The class focuses on projects of considerable variety and complexity, with a high level of responsibility for public health or level of public or cross departmental and public interaction for abatements. The Utility Worker V is expected to perform all duties of lower level Utility Workers as time permits. Cross trains with the Sr. Construction Inspectors in inspection of new construction cross connection control, water main connection, and final project inspections. Must have full working knowledge of the Department's policies and procedures, as well as the ability to plan, organize and problem-solve.

Promotion to this classification is not automatic, vacancies will be filled through a competitive selection process.

SUPERVISORY RELATIONSHIPS:

Works independently under informal supervision in accordance with applicable City regulations, policies, guidelines and applicable engineering standards. Adheres to Department of Health Cross Connection Control Standards. As lead worker, assigns and directs the work of other Public Works Operations personnel. Reports to Unit Maintenance Supervisor or the Superintendent of Maintenance.

ESSENTIAL FUNCTIONS:

Depending on the unit to which assigned:

1. Inspects existing buildings to ensure proper backflow operation and performance; may test, repair and troubleshoot as required.

2. Cross trains with Senior Construction Inspectors in order to perform specialized water meter and backflow prevention device inspection, pre-construction meetings, and end of construction inspections for final acceptance of public and private projects by Public Works.

3. Maintains appropriate recordkeeping systems to ensure that all federal, state, and local regulations are met and followed throughout the water system or the abatement process.

4. May serve as lead worker for unit assigned crews, planning, organizing, problem-solving and directing their work, including initiating and completing work orders and associated reports, and ensuring worksite safety. Provides training in the proper use of materials, tools, equipment and work practices. Notifies “one-call” system as appropriate.

5. Assists supervisor in the planning and execution of major projects.

6. Performs specialized utility, easement, and right-of-way locating for City water, wastewater, street, vegetation, and traffic utilities.

7. Provides recommendations and courses of action regarding conditions in the field that may affect work practices and procedures.

8. Performs all the duties of the lower classes in the Utility Worker series.

ADDITIONAL WORK PERFORMED:

1. May act in responsible charge in the absence of the Unit Supervisor.

2. Assists supervisor in developing, implementing and evaluating annual work plans.

3. Performs other related duties within the scope of the classification as assigned.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Demonstrated competence in all the performance requirements of the classes below (Utility Worker I, II, III, and IV).
- The use of Division computer software to perform various assignments including the MS Office Suite.

Skill in:

- Applying craft techniques, processes and principles in the accomplishment of assigned work, as well as a thorough knowledge of Division materials, methods and procedures.
- Good supervisory skills including leadership, interpersonal sensitivity, adaptability/flexibility and time management.
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- Good independent judgment in leading small crews, including the ability to plan and carry out work assignments, maintain required standards of work (production, quality and safety) and to give clear and efficient direction to crewmembers.
- Strong communication skills and the ability to maintain effective working relationships with co-workers, other City employees, business owners, contractors and the general public.

Ability to:

- Provide guidance, direction, and training to Construction Inspectors, contractors, owners, and the general public.
- Operator the mechanical equipment used in maintenance and operation of the Public Works Operations Maintenance Department.
- Prepare technical materials and reports.
- Demonstrated competence in all the performance requirements of the classes below (Utility Worker I, II, III, and IV).
- Ability and willingness to work outdoors in all types of weather conditions.
- 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 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;
    - 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;
    - Mobility necessary to safely move about construction sites on uneven terrain, loose soil and sloped surfaces;
    - Operate a computer and read a typewritten page;
    - Frequently communicate verbally.

<u>Water Distribution:</u>

- Strong knowledge of backflow inspection testing practices, procedures, techniques, calculations, and instruments. Considerable knowledge of causes of backflow, health aspects, legal aspects, recommended backflow prevention procedures and application of procedures
- Extensive knowledge of backflow devices.

<u>Street and Stormwater Collection :</u>

- Thorough working knowledge of all aspects of Public Works/Operations Division.
- Strong knowledge of applicable local, state, and federal laws, codes, and standards related to inspection and abatement process.

WORKING ENVIRONMENT:

Work is performed both inside and outdoors in all weather conditions. Some work is performed indoors at a desk or computer terminal. While conducting inspections or abatements, will work alone on tasks assigned. Hazards may include: fumes, dust, gases, asbestos, moving mechanical equipment parts, extreme temperatures, maintenance and repair of pressurized (up to 200 psi) water systems, inadequate lighting, confined spaces, trenches, loud noises, and exposure to traffic. General safety precautions are taken into consideration for most of these hazards, as well as for a variety of daily physical demands required to perform the essential functions of the job. Special safety precautions are taken into consideration for asbestos, confined space, trench and pressurized water system hazards. Safety precautions also extend to the daily driving and operation of a variety of vehicles and equipment in the course of performing duties.

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.

- Minimum one (1) year of experience in the Utility Worker IV classification with the City of Bellingham.
- Must demonstrate and maintain proficiency in the safe and efficient use of specialized equipment used in specialized assignments for this class.
- Intermediate computer skills including word processing, email and data entry.

Water Distribution:

- Must possess and maintain Washington State certification as a Water Distribution Manager II
- Must secure and maintain Washington State certification as Cross- Connection Control Specialist (CCS) within one (1) year of promotion to Utility Worker V.
- Must secure and maintain a Backflow Assembly Tester (BAT) within one (1) year of promotion to Utility Worker V.

Street and Stormwater Collection:

- Must possess and maintain Certified Erosion and Sediment Control Lead-(CESCL) within one (1) year of promotion to Utility Worker V.

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 standby in accordance with bargaining unit agreement.
- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted prior to hire.
- Must possess and maintain a Commercial Driver's License (Class A CDL) with air brake endorsement throughout term of employment (CSC 7-11-90).
- 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 pass CDL-related drug and alcohol testing 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