



**CITY OF SANDY  
JOB DESCRIPTION**

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**POSITION TITLE:** Utility Worker I  
**DEPARTMENT:** Public Works  
**FLSA STATUS:** Non-Exempt  
**SALARY GRADE:** D  
**REPRESENTATION:** None

**GENERAL POSITION SUMMARY:**

The Utility Worker performs a variety of work in the operation, maintenance, and repair of the water, sewer, street, and storm drainage systems. The Utility Worker responds to public inquiries and service requests as needed. This position is a key part of a small team that is responsible for all of the City's public works functions.

**ESSENTIAL JOB FUNCTIONS:**

- Installs and repairs water, sewer, and storm water lines, manholes, storm drains and catch basins.
- Lays and aligns pipe, accomplishes hookups, and tests installation in accordance with established procedures.
- Makes service connections to water lines using special tapping equipment to install lateral water line sand meters.
- Locates public underground utility facilities for excavations carried out by City crews and other utilities. Researches maps and related records.
- Maintains, seals, and repairs roadways. Participates in snow and ice removal and storm damage debris cleanup
- Maintains barricades, street signs, and other traffic control devices.
- Operates light and medium-duty trucks and associated equipment to perform the functions listed and as assigned.
- Responds to public inquiries and service requests in a courteous and timely manner; provides information within scope of knowledge or refers to other City staff.
- Performs scheduled operational checks of public works equipment.
- Available to be on-call during evenings and weekends for up to a week at a time.
- Performs other duties as assigned.
- Establishes and maintains positive working relations with coworkers, citizens, and the general public.

**JOB SPECIFICATIONS:**

**Mandatory Requirements:**

- High School diploma or equivalent.
- One (1) year of water, sewer, street or storm water experience is required.
- Any combination of education and experience which provides the knowledge, skills, and abilities to perform the job.



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### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of water, sewer, street, and storm water systems (operation and maintenance).
- Ability to lift 70 pounds.
- Ability to work outside year-round in all weather conditions.
- Ability to operate hand-held and power equipment over uneven terrain and in trenches in all weather conditions.
- Ability to work independently with minimal direct supervision.

### **Special Requirements/Licenses:**

Possession of, or must obtain a valid Commercial Driver's License Class B with tanker endorsement and a State of Oregon Flagger card within one year of hire. Possession of, or must obtain, a current State of Oregon Water Distribution Level I or Wastewater Collection System Level I certifications within one year of hire. Must have a clean driving record.

Must be able to pass the department's security clearance standards, including Reference check, Criminal History check.

### **SUPERVISION RECEIVED:**

Works under the direction of the Public Works Crew Lead.

### **SUPERVISORY RESPONSIBILITIES:**

This position is not a supervisory position.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Ability to function both indoors and outdoors engaging in work of a moderately active nature.
- Ability to maintain cardio-pulmonary fitness to engage in moderate physical activity.
- Ability to move to different working locations and to bend, stoop, climb, and reach to perform essential job functions.
- Requires arm, hand, and finger dexterity to demonstrate use or operate common tools used in public works maintenance.
- Ability to lift from floor, waist or overhead, objects up to 70 pounds.
- Ability to function with temperature and weather variations.
- Requires visual acuity to observe work sites and read written materials.



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**TOOLS AND EQUIPMENT USED:**

- Variety of hand tools, hand-held power equipment, light and medium duty vehicles and equipment
- Computer & general office equipment and utility software programs.

**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.

- Regularly works near moving mechanical parts and in outside weather conditions.
- May be occasionally exposed to wet and/or humid conditions and temperature variations.
- The noise level in the field environment is usually moderate, except when operating hand-held power equipment.

*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.*

**Jenny Coker**  
Public Works Director

Adopted: 08/01/2021

*This job 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.*

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**Employee**

**Date**