



## **POSITION DESCRIPTION AND QUALIFICATIONS**

### **Utility Person I**

Class: Bargaining Unit Reports to: Water Maintenance or Water Meter & Controls Supervisor

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#### **GENERAL STATEMENT OF CLASS**

The Utility Person I is the first level of four levels in the Utility Person series. Performs a variety of skilled and semi-skilled work in construction, repair, maintenance of water pipelines, and use of related mechanical and technical equipment, reads meters and performs customer service activities. This position is an entry level position into the Water Meter or Maintenance department.

#### **ESSENTIAL DUTIES**

Requires knowledge of installation and maintenance of water mains, fittings, valves, fire hydrants and meters. Knowledge in operation of a variety of mechanical equipment driven by air, hydraulics, and electricity. Knowledge in operation of heavy equipment; dump trucks, service truck, vac-con, jack hammers, backhoes and forklifts etc. Gathers meter reading for billing usage of customers. Performs utility checks on meters and water lines related to the operation and maintenance of water system.

#### **EXAMPLES OF WORK** *(Illustrative Only)*

- 1) Works as a crew member repairing, installing and establishing maintenance of water lines, meters, valves, and hydrants.
- 2) Performs heavy manual labor for extended periods of time under unfavorable weather conditions.
- 3) Collects meter reading.
- 4) Operates heavy equipment and variety of equipment.
- 5) Flagging.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

Knowledge of occupational hazards and necessary safety precautions associated with task assigned; Principles in the methods, practices and tools used in a water distribution system; Skill in using a computer and related software; possesses continued education and learning ethic. Skill in communication and interpersonal interaction with co-workers, property owners, contractors, and the general public. Ability to problem solve and is in excellent physical condition.

#### **TRAINING, EXPERIENCE, AND LICENSING REQUIRED**

High School or vocational school graduation and 6 months related experience in construction or technical trades that are related to water distribution systems. Valid Oregon Driver's License Class A CDL and acceptable driving record (or must obtain CDL certification within 12 months). Required to obtain an Oregon State Certificate of Competency WD I in Water Distribution 6 months after probationary period.



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#### **PHYSICAL REQUIREMENTS**

Positions in this class typically require vehicle driving to and from project sites, kneeling, and crouching, repetitive motions, reaching, standing, walking, fingering, grasping, talking, hearing and seeing.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or 50 pounds of force frequently, and/or 20 pounds of force constantly to move objects.

Positions in this class may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, limited ventilation, chemicals, and extreme temperatures, low-level lighting, work space restrictions, intense noises. –be available for emergency call outs duties.

**NOTE:**    The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.