



CITY of MILL CITY

*P. O. Box 256
Mill City, Oregon 97360*

UTILITY MAINTENANCE WORKER I

GENERAL STATEMENT OF DUTIES

Performs a variety of skilled and semi-skilled tasks including the operation of equipment used in the construction, operation, repair and maintenance of streets, water/sewer treatment plants, collection and distribution systems, and various public buildings and facilities.

SUPERVISION REQUIRED

Works under the direct supervision of the Public Works Supervisor or designee.

SUPERVISION EXERCISED

Supervision is not normally a function of this classification, but there may be occasional supervision of volunteers, temporary employees, community service workers or contractors in the absence or at the direction the Public Works Supervisor or designee.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Five general categories of work are involved in this classification:

1. Daily janitorial services for City Hall, park restrooms and other city buildings.
2. General maintenance, clean-up and mowing of city parks, street rights-of-ways, and open ditches, including vegetation control.
3. Streets: Street maintenance including; sweeping, spreading rock, grading unimproved roads, asphalt patching of improved streets, street line painting, maintaining open ditch drainage system and storm sewers, placing/replacing and maintaining street signage;
4. Water: Monthly meter reading; repairing, replacing, cleaning, and testing water meters; assisting in water system maintenance; installing new water lines; maintaining and repairing water leaks in service lines and city water mains, maintenance of valves, fire hydrants, well pumps, and water reservoirs;
5. Sewer: Sewer system maintenance including checking interceptor tanks on private property, locating obstructions and un-plugging sewer lines, assisting in the installation and repair of sewer laterals and main lines, performing general sewer system maintenance and sewer plant maintenance as needed to assure trouble-free system operation.

6. Operating all city equipment; performing routine maintenance and minor equipment repairs on city vehicles and equipment.
7. Other duties as directed by the Public Works Supervisor or designee.
8. Employee may be on-call 24 hours per day, seven days per week, for emergencies and may perform regularly scheduled weekend work duties. Position requires at least one weekend per month of on-call duty.

EDUCATIONAL AND TRAINING REQUIREMENTS

High School graduate/GED or equivalent education & experience. Preference given to post-secondary training in water or waste water treatment and/or mechanic skills. Compensation dependent upon training, job-related educational background, licensing/certifications acquired including possession of any of the following certifications (certifications desired but not required):

Water Distribution I/II
Waste Water Treatment I
Waste Water Collection II

EXPERIENCE

Some experience in performing applicable manual and skilled tasks involving the use of standard hand tools and equipment; or any equivalent combination of experience and training. Mechanic skills desired. Must have a valid Oregon driver's license.

KNOWLEDGE OF:

Common types of hand and power tools, standard equipment used in construction and maintenance work.

SKILL IN:

Use of common hand tools and power equipment to which assigned; general mechanical aptitude;

ABILITY TO:

Perform skilled and semi-skilled tasks without close supervision; carry out oral and/or written instructions; perform manual tasks involving physical strength and endurance; withstand exposure to variable weather conditions.

ESSENTIAL FUNCTIONS:

Monthly water meter reading. General janitorial services for all city buildings; general maintenance and clean-up of city parks, road rights-of-ways, and open ditches, including vegetation system; placing, maintaining and replacing street signs; repair, replace, clean, and test

water meters. Operation of common heavy equipment, including repair and maintenance work normally performed on it; Assist in various broken main water lines, valves, fire hydrants, well pumps, water reservoirs; installation of new sewer lateral and main lines, maintenance on old or broken lines, and overall system maintenance.

SPECIAL WORKING CONDITIONS:

Constantly works out-of-doors, regardless of weather conditions.

PRE-EMPLOYMENT REQUIREMENTS:

Criminal background screen, bondability, educational and experience verification. Demonstrated ability to perform essential functions; any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

COMPENSATION TYPE:

Hourly.

RESIDENCY:

Due to the need to respond to public works emergencies the employee must reside within a 15-mile radius of Mill City.

BENEFITS:

Regular full-time employees are eligible to receive holiday, vacation, sick leave, health insurance and PERS retirement benefits.

EXEMPTION STATUS:

Non-Exempt.

JOB GRADE:

Entry level through Step 8.

MENTAL APTITUDES TABLE

Designated Function	% Time	Aptitude Level
WRITNG	10	2
READING	20	1
REASONING	50	1
MATHEMATICS	25	2
VERBAL	20	2

Note: Percentages may exceed 100% because functions may occur simultaneously.

BASIC ACUITIES

Designated Function	Acuity Level
VISION	1
HEARING	1
TOUCH	2
TASTE	3
SMELL	1

Note: Acuity/aptitude levels are: High =1, Medium = 2, Low = 3. Acuity/aptitude levels are established after reasonable accommodations are provided.

POSITION FUNCTIONAL REQUIREMENTS

Division/Dept: City Hall
Job Title: Utility Maintenance Worker I
Reports To: Public Works Supervisor

The functions and abilities for successful performance in this position include, but may not be limited to:

Physical Job Functions

Designated Function	Reach (Inches)	Distance (Feet)	Weight (pounds)	Time (%)
KNEELING	12-24			15
LIFTING		3-6	10 to 100+	40
REACHING		3-6		20
STANDING				10
PUSHING/PULLING	12-24			15
WALKING				15
OPERATING EQUIP	18			20
OPERATING MOTOR VEHICLE	20			30

Note: Percentages of time usually exceed 100% because many functions actually occur simultaneously.

Summary: Pushing/pulling, manual dexterity, stooping, reaching above shoulders are all regular components of the job. Will be required to lift items on a daily basis, sometimes items weighing up to or more than 100 lbs. Required to work out-of-doors regardless of weather conditions.