

CITY OF GARIBALDI, OREGON
PUBLIC WORKS DEPARTMENT

107 6th Street (P.O. Box 708) | Garibaldi, OR 97118 | (503) 322-3327

UTILITY WORKER II

Employment Status	Full-time; subject to the City of Garibaldi Personnel Policy.
Department	Public Works
Reports To	Public Works Director
Compensation	\$5,256 - \$5,915 per month, plus applicable City benefits.

POSITION SUMMARY

The Utility Worker II performs skilled and semi-skilled work in the operation, maintenance, repair, and construction of the City's water, wastewater, streets, stormwater, buildings, and other public works facilities. The position operates light and heavy equipment; performs routine water and wastewater system duties; assists with regulatory sampling, testing, recordkeeping, and plant operations; and participates in scheduled weekend, emergency, and after-hours assignments as required.

The Utility Worker II is an experienced utility classification and is expected to work with a moderate degree of independence while following established City procedures, safety requirements, regulatory standards, and direction from the Public Works Director or designated system operator.

SUPERVISION

Supervision Received: Reports directly to the Public Works Director. The employee may receive work direction from a City System Operator, City Manager, City Engineer, or other designated supervisory employee. General assignments are performed with moderate supervision; specialized or unfamiliar work may receive closer direction.

Supervision Exercised: Supervision of other employees is not a regular responsibility of this classification; however, the employee may provide task-level direction or assistance to less experienced employees when assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Performs construction, repair, and maintenance work on City water, wastewater, street, stormwater, and related public works infrastructure.
- Installs, repairs, and replaces water mains, service lines, meters, valves, hydrants, and related appurtenances; performs leak investigation and routine maintenance of reservoirs, pump stations, and other water facilities.
- Installs, repairs, cleans, and maintains wastewater mains, laterals, manholes, pump stations, and related collection system facilities; assists with sewer cleaning and blockage response.
- Operates and monitors water and wastewater treatment equipment, including pumps, chemical feed systems, controls, and other process equipment within the employee's training and certification level.
- Collects water and wastewater samples; performs routine field and laboratory tests; reads gauges and meters; records operating data; and assists with regulatory reporting and documentation.
- Adjusts and monitors treatment processes, including chlorination and other chemical feed systems, when trained, authorized, and assigned.
- Inspects treatment plants, pump stations, reservoirs, and collection/distribution facilities for proper operation and reports abnormal conditions or needed repairs.
- Provides coverage at City water and wastewater facilities, including scheduled weekend duties, operator absences, emergency response, and after-hours assignments as required.
- Operates public works vehicles and equipment, which may include pickup trucks, dump trucks, backhoes, excavators, skid steers, tractors, rollers, mowers, loaders, flushers, trailers, air compressors, and related equipment.
- Performs street maintenance activities including asphalt patching, ditching, shouldering, striping, sign installation, vegetation control, sweeping, debris removal, and traffic control/flagging.
- Installs, cleans, and maintains culverts, catch basins, storm drains, ditches, and other stormwater facilities.
- Performs minor mechanical repairs and preventive maintenance on City vehicles, equipment, pumps, tools, and facilities within the employee's ability and authorization.
- Assists with utility customer service issues, including high-usage investigations, meter issues, leak checks, and coordination with utility billing staff.
- Maintains City-owned buildings and grounds and performs general facility maintenance as assigned.

- Uses hand tools, power tools, computers, mobile devices, meter-reading equipment, and other technology required for assigned duties.
- Follows all applicable Federal, State, and City safety requirements, including requirements for confined-space entry, traffic control, personal protective equipment, and equipment operation.
- Maintains professional and cooperative working relationships with coworkers, contractors, regulatory agencies, customers, and members of the public.
- Performs other duties as assigned consistent with the responsibilities of the classification.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of municipal water distribution, water treatment, wastewater treatment, wastewater collection, streets, stormwater, and general public works maintenance practices appropriate to the classification.
- Mechanical aptitude and working knowledge of pumps, motors, valves, piping, treatment equipment, vehicles, and related public works equipment.
- Ability to safely operate light and heavy equipment and to learn the operation of additional City equipment as assigned.
- Ability to perform basic mathematical calculations used in water and wastewater operations, chemical feed, measurement, and recordkeeping.
- Ability to perform routine field and laboratory testing, accurately read instruments and gauges, and maintain complete operating records.
- Ability to understand and follow oral and written instructions, standard operating procedures, safety rules, permits, and regulatory requirements.
- Ability to communicate clearly and professionally and to interact tactfully with members of the public, including during difficult or contentious contacts.
- Ability to organize work, manage assigned tasks, respond to changing priorities, and complete required documentation within established deadlines.
- Ability to use computers, email, mobile devices, meter-reading systems, and other software or technology used by the Public Works Department.
- Ability to perform sustained physical labor under varying weather and site conditions and to work safely around traffic, machinery, chemicals, wastewater, and other occupational hazards.

MINIMUM EDUCATION AND EXPERIENCE

1. High school diploma or GED equivalent.
2. Two (2) years of public works, utility, construction, equipment operation, water, wastewater, or closely related experience is preferred. An equivalent combination of training and experience that demonstrates the required knowledge and ability may be considered.
3. Possession of a valid Oregon driver license and an acceptable driving record as determined by the City.
4. Ability to successfully complete the City's required pre-employment screening process.

REQUIRED OPERATOR CERTIFICATION

At the time of appointment, the employee must possess at least one (1) of the following current Oregon operator certifications:

- Wastewater Treatment Grade III;
- Wastewater Collection Grade II;
- Water Treatment Level I; or
- Water Distribution Level I.

The employee must maintain all required certifications in good standing. After appointment, the employee will be expected to actively work toward obtaining the complementary certification(s) within the same utility discipline (water or wastewater), as established by the Public Works Director and based on City operational needs, eligibility requirements, and available testing opportunities.

Additional operator, safety, cross-connection, or technical certifications may be required or encouraged when they are reasonably related to assigned duties and City operational needs.

DRIVER LICENSE AND CDL REQUIREMENTS

1. A valid Oregon driver license is required at time of appointment.
2. The employee must obtain an Oregon Commercial Driver License (CDL) appropriate for assigned City equipment within twelve (12) months of employment.
3. The CDL must include a tanker endorsement and the employee must be qualified to operate air-brake-equipped vehicles without an air-brake restriction.
4. The employee must maintain required driving privileges and endorsements throughout employment in this classification.

ADDITIONAL REQUIREMENTS

1. American Red Cross, American Heart Association, or equivalent First Aid/CPR certification within six (6) months of employment, unless already held.
2. Traffic-control/flagger certification within six (6) months of employment, unless already held.
3. Successful completion of a twelve (12) month probationary period, subject to periodic evaluation in accordance with City policy.
4. Ability to report for scheduled weekend duty, emergency response, and after-hours assignments as required by the Public Works Director.

PHYSICAL AND WORKING CONDITIONS

The physical demands and work environment described below are representative of those encountered while performing the essential functions of this position. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential functions.

- Frequently stands, walks, climbs, bends, stoops, kneels, crouches, crawls, reaches, pushes, pulls, and performs repetitive hand and arm movements.
- Frequently performs strenuous outdoor labor and must be able to lift and/or move objects weighing up to 100 pounds, with appropriate assistance or equipment when required.
- Works above and below ground level and may work in trenches, vaults, treatment facilities, pump stations, reservoirs, rights-of-way, and other confined or restricted spaces when properly trained and authorized.
- Operates motor vehicles, heavy equipment, hand tools, and power tools and works in proximity to moving equipment and traffic.
- Works outdoors in rain, wind, cold, heat, ice, and other adverse weather conditions and may be exposed to noise, dust, fumes, chemicals, wastewater, biological hazards, and other conditions typical of municipal utility operations.
- Requires adequate close, distance, color, peripheral, and depth vision and the ability to adjust focus, as necessary to safely perform assigned duties.
- Requires the ability to communicate verbally and in writing and to hear alarms, equipment, traffic, and verbal instructions in the work environment.
- Performs routine office and administrative tasks including computer use, typing, filing, recordkeeping, email, and telephone communication.

PRE-EMPLOYMENT REQUIREMENTS

1. Drug screening, consistent with City policy and applicable law.
2. Medical/physical and audiometric examination, when required by the City, to evaluate the applicant's ability to perform the essential functions of the position. City-required examinations will be scheduled and paid for by the City.
3. Criminal background check and driving-record review.

COMPENSATION AND BENEFITS

Salary Range: \$5,256 - \$5,915 per month.

Benefits include Oregon Public Employees Retirement System (PERS) participation, City contributions to a Voluntary Employee Beneficiary Association (VEBA) account, access to a voluntary deferred compensation program, health insurance, and paid leave, subject to applicable City policies, collective or employment agreements if any, and governing plan documents.

JOB DESCRIPTION DISCLAIMER

This job classification description is intended to describe the general nature and level of work performed by employees assigned to this classification. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions. This description does not constitute an employment agreement and may be revised by the City as operational requirements, regulations, or the needs of the organization change.