

# *PUBLIC WORKS – UTILITY WORKER I*

## *City of Chapman*

### **POSITION SUMMARY**

Under the supervision of the Public Works Director, the Utility Worker I is a non-exempt position under FLSA which performs unskilled and semi-skilled duties. This employee is responsible for installation, maintenance and repairs of the city water distribution system, wastewater collection system, electrical distribution and secondary systems, city parks, city buildings, streets, curbs, gutters and sidewalks. This employee performs daily tests, operations and maintenance on all departmental equipment. This employee should possess a strong electrical background along with use of electrical tools and utility equipment. Technical and mechanical aptitude and effective communication and public relations skills.

### **ESSENTIAL FUNCTIONS**

- Performs daily operations, installation, distribution, repair and maintenance of all city systems, properties, and structures;
- Performs operations and maintenance of departmental equipment;
- Reads electric and water meters;
- Performs ground and yard maintenance;
- Trims trees;
- Follows department policies, safety procedures and practices;

### **MARGINAL FUNCTIONS**

- Assists and coordinates with other departments as needed;
- Performs other duties as deemed necessary or as assigned.

### *Classification QuickView*

**FLSA:** \_\_\_\_\_ **NON-EXEMPT**

**ADA:** \_\_\_\_\_ **APPLICABLE**

**FMLA:** \_\_\_\_\_ **ELIGIBLE**

**OSHA:**

**WORKING CONDITIONS:**  
BLOODBORNE PATHOGENS  
HAZARDOUS CHEMICALS  
ADVERS WEATHER  
COFINED AREAS  
EXPLOSIVES  
HEIGHTS  
EXCESSIVE NOISE  
MANUAL LABOR

**Experience:** One year of similar or related experience is preferred. Employee is expected to have acquired the necessary information and skills to perform essential and marginal functions within three months of employment.

**Education:** A high school diploma or GED is required. Some technical or college credit in electrical and water and wastewater is preferred. First Aid and CPR certified within six months and a valid Kansas driver's license is required.

**Technical Skills:** This employee must be able to perform routine maintenance and repairs of departmental equipment. This employee must also operate related city vehicles and departmental equipment. The ability to understand and anticipate problems, to follow departmental and safety procedures and to interpret written instructions, manuals, diagrams, and reports is required. This employee must possess a strong mechanical and technical aptitude, effective public relations and oral and written communication skills. Must utilize common computer applications including spreadsheets and databases, email, word processing and common digital communication applications.

**Problem Solving:** Must be able to demonstrate problem solving related to problems with electrical outages, water leaks, plugged sewer lines, equipment malfunctions and adverse weather.

**Decision Making:** Must demonstrate effective decision making related to decisions about performing necessary repairs, prioritizing daily assignments, and performing daily duties in the safest and most efficient manner.

**Supervision:** This employee works under supervision from the Public Works Director. Employee must demonstrate understanding and utilization of chain of command.

**Financial Accountability:** This employee is responsible for the safe operation and maintenance of departmental equipment.

**Personal Relations:** Daily contact with the general public and co-workers. Daily contact with supervisory personnel is required. Must demonstrate effective and professional interpersonal relationships with team members, other employees and the public.

**Working Conditions:** Adverse working conditions exist within this position. Exposure to blood borne pathogens, extreme weather, hazardous chemicals, explosives, confined areas, heights and excessive noise can be expected.

**Physical Requirements:** Manual labor including lifting and carrying heavy objects and equipment, bending, kneeling, climbing, and the ability to operate departmental equipment, tools and vehicles is required daily in this position.

*The specific statements show in each section of this description is not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*