

PUBLIC WORKS – UTILITY WORKER II

City of Chapman

POSITION SUMMARY

Under the supervision of the Director of Public Works, the Utility Worker II is a non-exempt position under FLSA which performs unskilled and semi-skilled duties. This employee is responsible for installation, maintenance and repairs of water distribution system, water supply system, wastewater collection system, wastewater treatment facility, electrical distribution and secondary systems. This employee should possess a strong technical, electrical knowledge and mechanical aptitude and effective communication and public relations skills.

ESSENTIAL FUNCTIONS

- Performs operations and maintenance of streets, curbs, gutters, sidewalks and water system;
- Performs operations and maintenance of wastewater systems;
- Performs operations and maintenance of electrical distribution systems;
- Performs operations and maintenance of departmental equipment;
- Maintains inventory control over department equipment, tools and supplies;
- Reads electric and water meters;
- Trims trees;
- Provides water/wastewater samples to KDHE;
- Follows department policies, safety procedures and practices;
- Acquires additional skills, knowledge and certifications as assigned;
- Works effectively and efficiently with minimal direction and supervision;
- Works effectively as a team member.

MARGINAL FUNCTIONS

- Assists and coordinates with other departments as directed;
- Performs other duties as assigned;
- Assist with snow removal and plowing;

- Available as necessary for emergent situations, including evenings, nights, weekends and holidays

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: Four to six years of similar or related experience are preferred. Employee is expected to have acquired the necessary information and skills to perform essential and marginal functions within three months.

Education: A high school diploma or GED is required. Completion of a Technical Trade School in a related field is highly desirable, additional formal training in electrical distribution (Lineman) and other related fields is preferred. This employee must possess a Class II certification for the following: Water Distribution System Operator, Water Supply System Operator, Wastewater Collection System Operator and Wastewater Treatment Facility operation, or able to obtain certification(s) within three years. Must possess a valid Kansas Driver's License.

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, and demonstrate 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 demonstrate independent 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 performing necessary repairs, prioritizing daily assignments, and performing daily duties in the safest and most efficient manner.

Supervision: This employee works under the supervision of 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. Employee has limited authority to purchase necessary department supplies and equipment.

Personal Relations: Daily contact with supervisory personnel is required. Must demonstrate effective, 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, hazardous chemicals, explosives, confined areas, adverse weather, heights and excessive noise can be expected. Employee may be required to maintain current vaccinations for Hepatitis B.

Physical Requirements: Manual labor including lifting and carrying heavy objects and equipment, excessive walking, 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.