



Career Service Authority

Senior Utility Worker

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GENERAL STATEMENT OF CLASS DUTIES

Performs a variety of semi-skilled work and light to heavy physical labor in support of various construction, maintenance, repair, and operational functions.

DISTINGUISHING CHARACTERISTICS

This class performs a variety of semi-skilled tasks and light to heavy physical labor. This class is distinguished from the Utility Worker that performs a variety of unskilled, routine work and light to heavy physical labor in support of various construction, maintenance, repair, and operational functions. The Senior Utility Worker is also distinguished from the Equipment Operator that operates light to medium sized equipment in the performance of a variety of construction, maintenance and other work in combination with assigned vehicle's operation or mode of function and performs light to heavy physical labor.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Performs semi-skilled and light to heavy physical labor on a variety of construction, maintenance, and repair projects that involves physical exertion and the operation of light weight motorized equipment and hand and power tools.

Operates construction equipment such as jack-hammers, air spades, shovels, rotors, metal detectors, and air drills and hand digs, excavates, shores, grades, and backfills trenches.

Operates light weight equipment powered by small engines for maintenance and minor construction projects and patches asphalt and paved areas.

Performs semi-skilled work assisting skilled trade workers maintain city infrastructure including routine repairs to buildings and facilities such as painting, plastering, roof repairs, plumbing repairs, and electrical equipment repairs.

Breaks out cement, digs out areas for new cement bases, mixes and pours cement for traffic control boxes, signal light poles, and pull boxes, and installs plastic PVC or metal piping in bases for traffic signal wiring.

Irrigates assigned areas with manual or computerized equipment and applies chemical herbicides, pesticides, and fertilizers onto lawn areas.

Performs exterior maintenance duties including mowing and aerating fields, lawn areas, and ditches, rakes leaves, clears ditches, lakes, pond, and park areas of debris, prunes shrubs, and plants bushes and trees.

Lifts and empties heavy solid waste containers into disposal trucks, operates hydraulic compaction unit on city trash collection vehicles, and washes trucks as needed.

Performs minor repairs on gardening and grounds equipment, vehicles, and machinery including repairs of sprinkler systems and may design and fabricate equipment and tools as needed.

Places and removes barricades, cones, and other traffic control and safety devices in and around work areas for construction and maintenance projects in accordance of with traffic regulation requirements.

Performs event set up and strike down including transporting chairs, tables, and other items.

Assembles, moves, removes, and relocates furniture, furnishings, and equipment and repairs and stores articles of furniture.

Observes all common safety practices associated with small engines and hand and power tool equipment operations.

Assists in training and checking the work of other employees on various projects.

By position, operates vehicles at a higher level of complexity on the equipment operation list and in that capacity perform pre-trip inspections on equipment for such things as fluid levels, leaks, condition of hoses and belts, tire pressure, brake lights, and related areas, secure, clean and care for all basic tools and equipment needed for job assignments, and drives vehicle to various job sites.

By position, performs seasonal street maintenance duties such as snow plowing, salting and sanding, removing snow and ice from sidewalks, steps, seats, ramps, and parking lots and hauls ice and snow away by truck.

By position, performs duties associated with working in native and open space areas including weed control and wildlife habitat duties.

Performs other related duties as assigned.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Building and Construction – Knowledge of materials, methods, and the appropriate tools to construct objects, structures, and buildings.

Vehicle Operation – Knowledge of procedures for operating motor vehicles including cars, trucks, or watercraft.

Reading - Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

Writing - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Mathematical Reasoning – Understanding of basic math that will be used on the job including counting, adding, subtracting, and multiplying.

Oral Communication - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Integrity/Honesty – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self and others, and is trustworthy.

Computer Systems – Utilizes a computer to enter and retrieve data.

Customer Service - Works and communicates with clients and customers to satisfy their expectations and is committed to quality services.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish safe work environment for self and others.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Eye/Hand/Foot Coordination: performing work through using two or more.
Repetitive Motions: making frequent movements with a part of the body.
Feeling: perceiving attributes of objects by means of skin receptors.
Lifting: raising or lowering an object of more than 50 pounds from one level to another.
Standing: remaining on one's feet in an upright position.
Sitting: remaining in the normal seated position.
Climbing: ascending or descending objects usually with hands/feet.
Walking: moving about on foot.
Carrying: transporting an object usually by hand, arm, or shoulder.
Pushing: exerting force upon an object so that the object is away.
Pulling: exerting force on an object so that it is moving to the person.
Balancing: maintaining body equilibrium to prevent falling over.
Stooping: bending the body by bending spine at the waist.
Kneeling: bending legs to come to rest on one or both knees.
Crouching: bending body downward and forward by bending legs.
Crawling: moving about on hands and knees or hands and feet.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hands.
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.

Working Environment:

Exposure to: hazards from elector/mechanical/power equipment.
Exposure to: temperature changes and variations in temperature from hot to cold.
Exposure to: contact with water or other liquids.
Subject to: long irregular hours.
Subject to: many interruptions.
Subject to: injury from moving parts of equipment
Subject to: hazards from flammable and explosive gases.
Subject to: works in precarious or high locations (ladders, scaffolding etc.).

Education Requirement:

None.

Experience Requirement:

One year of experience performing unskilled labor work.

Licensure and/or Certification:

By position, requires a Class-B Commercial Driver's License with appropriate endorsements.
By position, requires a valid driver's license.
License(s) must be kept current as a condition of employment.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 07/10/2011

REVISED BY: Patricia Anderson

CLASS HISTORY 7/2003 - As a result of an annual classification maintenance review, class specification was placed in the new class specification format.
07/2011 - Class specification was rewritten and updated as part of the Labor Study.