



## Career Service Authority

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### Utility Worker

#### **GENERAL STATEMENT OF CLASS DUTIES**

Performs a variety of unskilled, routine 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 unskilled, routine work and light to heavy physical labor. This class is distinguished from the Senior Utility Worker that performs a variety of semi-skilled work and light to heavy physical labor in support of various construction, maintenance, repair, and operational functions. The Utility Worker is also distinguished from the Parks Seasonal Laborer that performs entry level work that provides routine seasonal labor and maintenance of parks and golf courses.

#### ***Guidelines, Difficulty and Decision Making Level:***

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

#### ***Level of Supervision Received and Quality Review:***

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions is relayed and/or provides a service according to established procedures or instructions.

#### ***Level of Supervision Exercised:***

No supervisory duties.

## ESSENTIAL DUTIES

Performs unskilled, light to heavy physical labor on a variety of construction, maintenance, and repair projects that involves physical exertion and the use of manual tools and limited use of small power operated tools.

Assists skilled trade workers by performing minor repairs to buildings and facilities including painting, plastering, carpentry, plumbing repairs, and simple elements of electrical systems such as replacing faulty switches and outlets.

Performs minor repairs to gardening and grounds equipment, vehicles, and machinery including repair or replacement of broken parts.

Operates light weight equipment powered by small engines used for maintenance, cleaning, and minor construction projects.

Performs pre-trip inspection on equipment for such things as fluid levels, leaks, condition of hoses and belts, tire pressure, brake lights, and related areas and secures, cleans and cares for all tools and equipment needed for job assignments.

Repairs dumpster lids and hooks, replaces dumpsters as needed, removes dumpsters and delivers them to a welder for more extensive repairs, and steam cleans, paints and labels dumpsters periodically throughout the year.

Places and removes barricades, cones, and other traffic control and safety devices in and around work areas.

Performs exterior maintenance duties including laying sod, fertilizing, mowing and edging fields and lawn areas, spading dirt, pruning shrubs, planting trees and shrubs, raking leaves, watering assigned areas, picking up litter, and clearing dumpster areas.

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

Assembles, moves, removes, and relocates furniture, furnishings and equipment as directed.

Observes all common safety practices associated with operating small engines, hand and power tools and other work related equipment.

By position, utilizes hand operated construction equipment such as jack-hammers, air spades, shovels, rotors, metal detectors, and air drills.

By position, performs seasonal street maintenance duties such as snow plowing, salting, sanding, and removal of ice and snow by truck.

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:**

**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:***

None.

***Licensure and/or Certification:***

By position, requires possession of a valid driver's license at the time of application.  
License must be kept current as a condition of employment.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt  
***ESTABLISHED DATE:*** 9/16/1995  
***REVISED DATE:*** 07/10/2011  
***REVISED BY:*** Patricia Anderson

***CLASS HISTORY***

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