



Office of Human Resources  
Utility Worker II - CJ2041  
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### General Statement of 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 I 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 Utility Worker II is also distinguished from the Equipment Operator I 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.

### 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.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned.

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.

## Competencies

**Attention to Detail** – Is thorough when performing work and conscientious about attending to detail and time management.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, and charts, graphs, or tables; applies what is learned from written material to specific situations.

**Self-Management** – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Technical Competence**- Uses knowledge that is acquired through formal training and/or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Working with People** - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

## Knowledge & Skills

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

Knowledge of machines and tools, including their designs, installation, uses, repair, and maintenance.

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

### Education Requirement

None

### Experience Requirement

One (1) year of experience performing unskilled labor work.

### Education & Experience Equivalency

None

### Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### Working Environment

Potential exposure to hazards from electrical/mechanical/power equipment.

Potential exposure to temperature changes: variations in temperature from hot to cold.

Wet: frequent contact with water or other liquid.

Subject to long, irregular hours.

Subject to many interruptions.

Subject to injury from moving parts of equipment or vehicles.

Subject to hazards of flammable or explosive gases.

Works in precarious or high locations.

### Level of Physical Demand

3-Medium (20-50 lbs.)

### 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 objects weighing no 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 and 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 moving away from the person.

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 the 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 the hand(s).  
Fingering: picking, pinching, or otherwise working with fingers.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sound 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.  
Field of Vision: ability to adjust vision to bring objects into focus  
Color Vision: ability to distinguish and identify different colors.

### Background Check Requirement

Criminal Check  
Employment Verification  
By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade:** J-614  
**FLSA Code:** N  
**Established Date:** 9/21/2018  
**Established By:** LS  
**Revised Date:**  
**Revised By:**  
**Class History:**