



Office of Human Resources
Utility Worker I - CJ2083
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General Statement of 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 Utility Worker II 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 I 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.

Level of Supervision Exercised

None

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.

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.

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

None

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
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-612
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: