



Office of Human Resources
Utility Worker I - LJ2085
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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

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

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

For DPL Positions Specifically:

Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes.
Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.
Potential exposure to cold temperature, cold enough to cause bodily discomfort.
Potential exposure to cold weather conditions (indoor/outdoor).
Potential exposure to conditions that affect the skin or respiratory system.
Potential exposure to dust.
Potential exposure to extreme temperature changes.
Potential exposure to hazardous conditions where there is a danger to life, body, and/or health.
Potential exposure to hazardous/toxic chemicals.
Potential exposure to hazards from electro/mechanical/power equipment.
Potential exposure to hazards of steam and heat.
Potential exposure to heat temperatures, hot enough to cause bodily discomfort.
Potential exposure to hot and humid work environment.
Potential exposure to housekeeping/cleaning agents/chemicals.
Potential exposure to infection from disease-bearing specimens.
Potential exposure to infections and contagious diseases.
Potential exposure to odorous chemicals.
Potential exposure to pesticides or fertilizers.
Potential exposure to the risk of blood borne diseases.
Potential exposure to temperature changes: variations in temperature from hot too cold.
Potential exposure to temperature changes: variations in temperature from hot to cold.
Potential exposure to unpleasant elements (accidents, injuries, and illness).
Extreme cold conditions.
Handles emergency or crisis situations.
Noise sufficient to cause distraction or possible hearing loss.
Personal Safety: aware of surroundings, people, and events.
Pressure due to multiple calls and inquiries.
Subject to long, irregular hours.
Subject to many interruptions.
Subject to burns and cuts.
Subject to electrical and radiant energy hazards.
Subject to hazards of flammable or explosive gases.
Subject to injury from moving parts of equipment or vehicles.
Subject to precarious or high locations.
Subject to pressure for multiple calls, inquiries, and interruptions.
Subject to varying and unpredictable situations.
Subject to traffic, roadways, and pedestrians.
Subject to vibrations and strain on the body to cause bodily harm if endured daily.
Temperature Changes: variations in temperature from hot too cold.

Temperature Changes: variations in temperatures from hot too cold when works in field.

Wet: frequent contact with water or other liquid.

Wet: frequent contact with water, liquid, chemicals, or sanitary sewage.

Works in precarious or high locations

Level of Physical Demand

For DPL Positions Specifically:

3-Medium (20-50 lbs.) to 4- Heavy Work (50-100 lbs.)

Physical Demands

For DPL Positions Specifically:

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

Agility: Ability to move quickly and easily.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Climbing: Ascending or descending an object or ladder

Color Vision: Ability to distinguish and identify different colors..

Crawling: Moving about in a low or crouched position.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships..

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hazards: Conditions where there is danger to life, body and/or health..

Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: By Position, may move objects 20-50 pounds, or 50-100 pounds from one level to another.

Neck Flexion: Perceiving objects located above or below.

Physical Strength: Exerts force to transport objects of 50 pounds [or insert appropriate weight] or more.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon on object so that it moves away from the person.

Reaching: Extending the hands, arms, or other device in any direction.

Repetitive Motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Stamina: Ability to work over long periods of time without tiring.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

Written Comprehension: Ability to discern the meaning of written words.

Background Check Requirement

Criminal Check
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

None

Class Detail

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