



CITY OF BENTON CITY

JOB DESCRIPTION

TITLE: Public Works Utility Worker- Meter Reader

REPORTS TO: Maintenance/Utility Foreman

DEPARTMENT: Public Works

FLSA STATUS: Non-Exempt

SALARY RANGE: Probation (per current CBA)
Per current Collective Bargaining Agreement

UNION STATUS: Teamsters Local No. 839

SUPERVISES: N/A

GENERAL PURPOSE

Performs a variety of unskilled or semi-skilled maintenance and construction work, and operates various equipment in the construction, operation, repair, and maintenance, of City buildings, water, sewer, street and storm drainage, including mowing City Parks and reading City water meters monthly

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Essential duties and responsibilities include, but are not limited to, the following: Assists with the planning, scheduling and implementation of construction, maintenance, and operation activities designed to provide quality water, sewer, streets, storm drainage and parks for the city.
2. Inspects and/or repairs above named systems and facilities at frequent intervals to insure that all aspects of the systems and facilities are functioning properly.
3. Responds to complaints from the public regarding the above named systems such as: water leaks, pressure loss or no water, street "pot holes," improper use of any of the above named facilities; evaluates the situations; explains findings to the foreman verbally and if requested in writing.
4. Contacts residents and business owners in areas where services will be discontinued and explains when services will be temporarily terminated and how soon services will resume.
5. Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
6. Ensures maintenance of inventory by checking and reporting uses and needs to the foreman.
7. Drives trucks of various sizes and weights in the loading, hauling and unloading of various parts and equipment, dirt, gravel, snow and sand.
8. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to the foreman; cleans equipment.
9. Operates light to heavy construction and power equipment, such as mechanized broom, jetter/inductor truck, dump trucks, weed cutter, or backhoe/loader.
10. Performs all duties in conformance to appropriate safety and security standards.
11. Performs required labor involved in construction, maintenance and works in confined spaces.
12. Projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, pipe laying and backfilling.
13. Cuts, fits, lays, repairs, taps, cleans and flushes water and sewer mains, pipe, gates, valves and fittings during repair of mains and services and installation of services, to include fire hydrants and drinking fountains.
14. Assists in or shuts off utility lines and mains to repair broken sections and Water/Sewer and shut-off for delinquent accounts.
15. Assists in the training of lower level employees to increase their skills in the maintenance, construction and repair of the above named systems and facilities.
16. Services water supply, sewer lifts and other pumps.
17. Operates a variety of power construction and maintenance equipment used by the Public Works Department.
18. Read all City water meters for billing monthly.
19. Perform parks and grounds maintenance/repair, including mowing, weeding, trash pickup and other park equipment maintenance/repair.
20. Safe handling, use, and disposal of toxic materials such as industrial solvents, adhesives, paints or other chemicals.
21. The successful candidate will be required to perform other related work as assigned.

DESIRED MINIMUM QUALIFICATIONS

Any equivalent combination of education and experience.

1. Graduation from high school, GED or equivalent;
2. Must have experience relating to construction, maintenance and repair;
3. Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
4. Skill in operation of backhoe and some of the additional listed tools and equipment;
5. Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions; and,
6. Be available for off-hour emergencies on a rotating basis.

SPECIAL REQUIREMENTS

1. Valid Washington State Motor Vehicle Operator's license.
2. Valid Washington State Commercial Driver's license- Class B
3. Must be bondable.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, backhoe, loader, jetter/inductor truck, street roller, man-lift, saws, pumps, propane torch, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.