

Sunrise Water Authority

Job Description

Title: Utility Worker I

Department: Field Operations

FLSA Status: Non-exempt

Reports to: Field Supervisor

Last Revised: 2/2/2021

Pay Grade: \$18.00-\$24.00/hour

General Position Summary:

This is an entry-level position within Field Operations, providing manual and semi-skilled labor in support of various construction, maintenance or repair operations.

Essential Functions/Major Responsibilities:

- Operate small equipment or hand tools including trucks and light construction or maintenance equipment.
- Clean and maintain vehicles, equipment and work storage areas.
- Read and install meters; detect/locate leaks.
- Perform basic maintenance of hydrants, valves and other system components.
- Perform utility locates and related construction markings.
- Assist in the construction and repair of pipelines and related appurtenances.
- Perform field-related customer service functions (e.g. finals, re-reads, door hangers, etc.)
- Perform traffic control and flagging duties, as needed.
- Conduct water quality sampling and flushing.
- Perform data entry and basic record keeping.
- Perform basic forklift operations.
- Understand all relevant safety policies and procedures.

Secondary Functions:

Other duties as assigned.

Job Scope:

- Operates from established and well-known procedures.
- Performs work mostly under direct supervision and sometimes independently with moderate supervision.
- Decisions are made within prescribed operating guidelines and procedures.

Supervisory Responsibility:

- This position has no supervisory responsibility.

Interpersonal Contacts:

- The majority of contact is within the organization, primarily in-person, but may involve e-mail, phone and radio communication. In addition, there is occasional interaction in the field with customers, vendors and contractors.

Specific Job Skills:

- Able to learn the methods, techniques, tools, equipment and materials used in the minor repair and installation of water system components.
- Able to read, write and understand English.
- Able to interact professionally with customers and members of the public.
- Perform basic arithmetic calculations.
- Operate and maintain small (light) equipment and power tools.
- Operate a forklift.
- Able to operate a computer and standard office software.
- Able to work effectively in a team environment and deliver quality products or outcomes.
- Ability to work in conformance with safety rules and regulations including the proper use of personal protective equipment, confined space entry, basic electric equipment (lockout/tagout) and trench (underground) construction.

Education and/or Experience:

- High school diploma or GED is required.
- Must possess a valid Oregon driver's license and maintain a satisfactory driving record.
- Ability to complete proper training and certification in traffic control and flagging operations.

Job Conditions:

The position requires moderate to heavy physical labor, along with work in adverse weather conditions and possible work at night. The position may occasionally involve exposure to angry/aggressive people or activities in remote or isolated settings.

Physical Demands Summary:

The position requires continuous standing, walking, squatting or kneeling and lifting/carrying up to 50 pounds, as well as frequent bending, twisting, reaching, climbing, stooping, and grasping. The position also requires frequent driving of light/heavy vehicles, often at night.

Supervisor Approval