

City of Boardman
Job Description
Public Works Utility Worker 1

GENERAL POSITION SUMMARY:

Works under the direction of the public works director. Some training and direction will be provided by operators and skilled utility workers. Must be able to follow instructions and work independently. Performs a variety of work from manual labor to operation of light to moderate heavy equipment in the maintenance and repair of city facilities such as water system, sewer system, storm water, streets, building, and ground maintenance.

DUTIES AND RESPONSIBILITIES:

An employee in this classification may perform any tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

1. Assists with the installation and repair of water, sewer, and storm sewer lines. Will also assist at times the operators of the water and sewer treatment plants.
2. Street maintenance (such as installing road signs, pothole patching, and painting of traffic markings). Will also be required to get a traffic safety flaggers card.
3. Occasionally operate dump truck and small equipment.
4. Perform minor maintenance on vehicles and equipment.
5. Perform city building and grounds maintenance as needed.
6. Monthly water meter reading as required.
7. Must be able to SAFELY run hand and power tools
8. Must be able to read, understand, and speak English.
9. Must be able to take readings of daily logs and record them in log book.
10. Will be required to take weekend on call duties in monthly rotation after being trained.
11. Must be able to work in all types of weather conditions.
12. After one year be able to become certified in water and waste water treatment and distribution. Also to obtain an applicators license for spraying.

IMPORTANT FUNCTIONS: (list of task that may be done, but are not essential to fulfill the job purpose)

1. Operate a computer for training purposes as well as report and records keeping.
2. Attend meeting for various training seminars or conferences as needed.

EDUCATION & EXPERIENCE:

High school diploma or equivalent preferred. Must have the ability to understand and carry out oral and written instruction, policies and rules in order to do job safely, and be able to complete forms and reports as required by the position.

QUALIFICATION REQUIREMENTS:

Must have a valid Oregon State Driver's License.

Must reside within a 15 minute response time

Must be able to pass the department's security clearance standards including Criminal History check and satisfactory driving records.

Bilingual is a Plus

APPLICATION INSTRUCTIONS:

Please provide packet of required information in this order:

Cover Letter, Resume, Pre-printed Application.

Mail or bring in person the application packet to:

Attn: Joanna Dahm, City Clerk

City of Boardman

P.O. Box 229

200 City Center Circle

Boardman, Oregon 97818

DEADLINE: March 31, 2015 @ 5 p.m.