



## INTERNAL ONLY POSTING

# SENIOR UTILITY WORKER WASTEWATER COLLECTIONS

Under the supervision of the Public Works Operations Superintendent, the Senior Utility Worker position in the Wastewater Collection Division primarily ensures the safe collection of wastewater through maintenance, construction and repair of wastewater collection pipes, cleanouts, lift stations, sewer services, and other infrastructure within the public right-of-way and on public owned facilities and easements. The Wastewater Collection Division is part of the Public Works Department.

This position will hold the Systems Supervisor designation for the Wastewater Collections Division and be responsible for all related functions.

This is a regular, full-time, non-exempt position and part of the Newport Employees' Association Collective Bargaining Unit. The salary range of the position is \$4,079 - \$5,348/month. Placement in the salary range will be based on the training, education, experience, and skills of the person hired and in accordance with Article 10, Section 2 of the Collective Bargaining Agreement.

### **JOB QUALIFICATION REQUIREMENTS:**

#### ***MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:***

Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities required to perform the duties, as described. A typical way to obtain the knowledge, skills and abilities would be: High School Diploma or equivalent, AND 10 years' total related experience. Combined experience as a Utility Worker I, II or III in Wastewater Collections will apply.

Credit for up to two (2) years of experience for equivalent time of education at college, trade or technical school in related subject.

Two (2) CEU's or equivalent classroom hours in wastewater collections and/or treatment construction, operation and/or maintenance within the last 2 years

**Oregon Wastewater Collections Level II certification at time of hire.**

**KNOWLEDGE:** Knowledge of field installation of underground utilities; construction; and maintenance and repair of heavy equipment. Knowledge of occupational hazard and effective/proper safety standards, practices and procedures related to equipment operation, heavy labor, and the use of hand and power tools and equipment. Familiarity with the operations, materials, methods, techniques, and the Federal and State guidelines used in wastewater collections and treatment.

**SKILLS:** Skill in the use of personal computers, various related software programs, standard office equipment, heavy equipment, including backhoe, and hand and power tools. Strong time management, analytical, organization, and prioritization skills. Customer Service orientation and skills. Effective team building skills, conflict resolution, and strong leadership; exceptional interpersonal skills, strong oral and written communications skills with a variety of audiences; ability to communicate complex material in a simple, understandable manner;

competence in Business English, spelling, and punctuation. Strong reasoning, analysis, and problem solving skills combined with excellent judgment and professionalism.

**ABILITIES:** Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the public. Ability to write work reports and maintain records and logs; read and interpret technical manuals, work orders, blueprints, diagrams, and sketches; Ability to communicate effectively, both orally and in writing, with individuals and groups. Ability to operate heavy equipment and hand/power tools used in public works operations. Physical ability to perform the essential job functions.

### **SPECIAL REQUIREMENTS/LICENSES**

- Possession of a valid Oregon driver's license at time of hire.
- Oregon Wastewater Collections Level II certification at time of hire.
- Possession of a valid Oregon Class A commercial driver's license an N endorsement within six months of hire.
- Forklift training within six months of hire.
- First Aid/CPR within six months of hire.
- Confined Space training within 6 months of hire.
- Competent Person training within 6 months of hire.
- Work Zone Traffic Control (flagger) training within 6 months of hire.
- Lock-Out – Tag-Out training within 6 months of hire.
- Occupational Noise Exposure training at time of hire.
- Other certifications as required by position classification.

### **PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to walk, sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to 30 pounds and occasionally lift or move materials up to 150 pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required about 90% of the work period while operating equipment such as computers, keyboards, telephones, standard office equipment, maintenance equipment, and motorized vehicles. Physical exertion may be required to move heavy objects, crawl through tight spaces, and kneel in confined areas. Physical effort may be required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods. Sensory requirements include; speaking, hearing, vision, color discrimination, touch, smell, and balance.

### **WORKING CONDITIONS/WORK ENVIRONMENT:**

Work location is primarily outdoors (85+% of the time) and may involve exposure to loud noise, dust, mud, uneven terrain and varying and extreme weather conditions. Employees in this position are exposed to the risk of physical harm from hazards found in the field environment such as heavy equipment, tools, loud noise, and extreme weather.

Subject to 24-hour call back for emergencies.

**TO APPLY:** City application forms are available on the city website at [www.newportoregon.gov](http://www.newportoregon.gov), or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365.

**In addition to the application, a detailed cover letter describing how you meet the specific qualifications for this position must be included. The cover letter should state your experience, training, and education as it relates to the requirements of the position.**

Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to [jobs@newportoregon.gov](mailto:jobs@newportoregon.gov).

**The position is open until 5:00 PM on Friday, August 25, 2017.**

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.

Successful completion of a comprehensive pre-employment background check is required for all positions. American with Disabilities Act accommodations will be provided upon request.