



INTERNAL ONLY POSTING

SENIOR UTILITY WORKER WATER DISTRIBUTION

Under the supervision of the Public Works Operations Superintendent, the Senior Utility Worker position in the Water Distribution Division primarily ensures delivery of safe and clean drinking water through maintenance, construction and repair of water distribution pipes, hydrants, booster stations, metering devices, and other infrastructure within the public right-of-way and on public owned facilities and easements. The Water Distribution Division is part of the Public Works Department.

This position will hold the Direct Responsible Control (DRC) designation for the Water Distribution 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 \$4,208 - \$5,516/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 a High School Diploma or equivalent AND 10 years' total experience. Total combined experience in a Water Distribution Utility Worker I, II, or III position 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 or equivalent classroom hours in Water Distribution construction, operation and/or maintenance within the last 2 years.

Oregon Water Distribution 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, as well as the Federal and State guidelines used in water distribution. Knowledge of area (locations, addresses). Demonstrated knowledge of personal protective equipment (PPE) application, use, and care.

SKILLS: Skill in the use of personal computers, various related software programs, standard office equipment, heavy equipment, including backhoe, and hand and power tools. Demonstrated proficiency in management of division personnel and equipment. Demonstrated proficiency in budgeting and purchasing. Proficiency in identification, calling in, maintaining, and performing utility locations. Proficiency in creating and implementing

Work Zone traffic controls Confined Space Entry Supervisor training. Proficiency in routine vehicle maintenance, service, and refueling. Proficiency in identifying and working with and around utility locates (call in, identify markings). Understanding and proficiency of radio communication protocol. Customer Service orientation and skills. Interpersonal skills, strong oral communications skills with a variety of audiences; ability to communicate complex material in a simple, understandable manner; 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. Ability to work independently and effectively and cooperatively within a team structure. Ability to follow written and verbal direction. Ability to operate a computer and familiar with the Microsoft Office suite of software. Ability to meet the essential functions of the position. Consistent availability and response to after-hours emergency call-back.

Demonstrated knowledge and ability to use the following equipment: Includes safety precautions, proper operation and user required care and maintenance.

- Jackhammer
- Air Compressor
- Cut-off Saw
- Pumps
- Pressure Washer
- Concrete Saw (walk-behind)
- Compactors
- Chain Saw
- Front-end Loader
- Dump Truck – basic
- Jetter-vac – assist
- Aerial Bucket Truck

SPECIAL REQUIREMENTS/LICENSES

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

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 100 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 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, 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.

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.