

City of Colfax Job Description

TITLE: General Utility Worker	DEPARTMENT: Public Works
REPORTS TO: Public Works Director	GRADE: 2
SALARY RANGE: \$3,959-\$5,210	CLOSING DATE: Open Until Filled

MAJOR FUNCTION AND PURPOSE:

This position performs a variety of tasks in the construction, maintenance, and repairs of public works facilities; does related work as required. An employee in this class is responsible for working as a member of a crew on street, water, and sewer projects and may work independently on selected jobs. Will participate in comprehensive cross training programs.

SUPERVISION RECEIVED:

Serves under the direct supervision of Senior Public Works Employees.

ESSENTIAL FUNCTIONS:

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

- Cleans, maintains, and repairs City streets, sidewalks, and rights-of-ways involving pavement patching, concrete forming/finishing, and brush cutting/mowing, to maintain safe and quality surfaces and appearance.
- Follows direction in laying out and painting pavement markings including curbs and parking spaces.
- Installs, repairs, and replaces street and regulatory signs as well as barricades.
- May operate tractor mowers and various power tools in a safe and appropriate manner.
- Installs, maintains, and replaces water meters, fire hydrants, services lines, mains, and other appurtenances.
- Read and updates water meter records.
- Participates in the manual labor associated with the operation, maintenance, repair, and construction of the water system.
- Participates in the manual labor associated with the operation, maintenance, repair, and construction of the storm drainage system.
- Participates in the manual labor associated with the operation, maintenance, repair, and construction of the sanitary sewer system.

- Performs routine maintenance on City buildings and equipment.
 - Assists in maintaining all Public Works equipment including all vehicles, tractors, small power equipment, rollers, bobcats, trailers, and other equipment.
 - Assists in performing seasonal switch over equipment for leaf season, snow season, and asphalt work.
 - Performs mechanical work as needed.
 - Performs occasional welding.
 - Perform related work as assigned.
- Maintain and replace/repair storm system including jetting and vactoring catch basins.

MINIMUM QUALIFICATIONS:

- Experience in utility construction, operation, and maintenance and equipment operation is desirable.
- Ability to lift 75 pounds.
- Ability to walk an entire eight to ten hour shift.
- Must have sufficient physical strength and dexterity to operate all public works equipment.

SKILLS/ABILITIES REQUIRED

- Understand and follow oral and written instructions.
- Must be able to acquire a class B CDL.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Ability to collect water/wastewater samples.
- Ability to perform basic laboratory tests.
- Ability to complete mathematical calculations.
- Ability to use and operate Pick-up truck; lawnmower; weedeater; various spray equipment; air compressor, drill press, hydraulic press; miscellaneous power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work.

WORKING CONDITIONS:

- General Utility Workers are expected to perform essential job functions under a variety of environmental conditions including but not limited to the following:
 - High or low humidity
 - Dust from asphalt or concrete work
 - Extreme hot or cold weather when working outside
 - Loud noise and/or vibrations

- The employee faces possible exposure to hazardous materials and infectious agents. Specific visual demands required by this job include close, distance, peripheral, and color vision.

Classification History

Created: 8/31/2014

Grade: 2

FLSA: Non-Exempt

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Mike Rizzitiello-City Administrator

A handwritten signature in dark ink, appearing to read "G. Todd Vanek", written over a light blue horizontal line.

G. Todd Vanek-Mayor