



City of Lake Oswego, Oregon

Job Description

UTILITY TECHNICIAN

FLSA Status: Non-exempt
Union Representation: LOMEA

Salary Grade: 115
Job Code: 4015

Class Summary

Under supervision, performs a variety of semi-skilled to skilled duties related to the maintenance, operation, and repair of streets, sewers, and water system.

Distinguishing Characteristics

This is the intermediate level class in the Utility Technician job classification series. Incumbents work under the general supervision of a higher classification and within a framework established by standard practice. Employees in this class are expected to perform assigned duties with only occasional instruction or assistance; may provide technical or functional guidance to part time, seasonal, or temporary employees and any necessary job orientation to other utility technicians.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Evaluates citizen complaints by on-site inspection and citizen contact; responds to routine requests for information from other City departments and representatives of public and private agencies.
2. Performs semi-skilled to skilled welding, metal fabrication, or carpentry tasks.
3. Installs new and replacement traffic signs.
4. Performs necessary aerial functions at heights greater than 25 feet above the ground, such as tree trimming and roof repair.
5. Performs maintenance functions in trenches up to 25 feet in depth.
6. Operates light to heavy equipment such as dump trucks, backhoes, loaders, street sweepers, etc.
7. May perform full range of duties in the Assistant Utility Technician position.
8. Performs other duties of a similar nature or level.

In addition to those duties listed above, employees in designated assignments may also perform the following tasks:

STREETS

1. Notes and reports street problems, such as potholes, cracks and sign damage.
2. Performs street maintenance and repair, including hot paving, cold patching and crack sealing; refurbishes all street markings and pavement buttons.
3. Makes and installs street signs in accordance with Uniform Traffic Control Manual; estimates traffic sign materials needed and recommends ordering of materials.
4. Performs non-electrical repairs to the signal light system, such as relamping signal lights.
5. Inspects, cleans and repairs storm drains and open ditches.
6. Sands slippery road surfaces and removes snow.
7. Maintains up to date maps of street signs, storm lines, sanitary lines and water lines; locates underground pipes for other utilities.
8. Sets grades or adjusts grades with surveyor's type level.
9. Operates such equipment as: street sweeper, ladder truck, truck with snow removal attachment, and high velocity sewer cleaning equipment.

STORMWATER

1. Repairs and installs storm lines, manholes and catch basins using a backhoe, hydro excavator and or mini excavator.
2. Cleans and televises all City-owned catch basins and storm lines with CCTV camera system and hydro excavator.
3. Records all work completed and inputs into City's asset management program; works with GIS mapping engineering staff to update the City's storm water mapping system.
4. Roadside ditch rehabilitation
5. Inspects and cleans main storm water collector drains

SEWER

1. Constructs, repairs, and installs sewer lines using backhoe and other heavy equipment.
2. Inspects and makes minor repairs on sewer pump stations to ensure proper working order, makes reports.
3. Conducts smoke and dye tests to locate breaks and connections in sanitary sewers.
4. Maintains up to date maps of street signs, storm lines, sanitary lines and water lines; locates underground pipes for other utilities.
5. Operates such equipment as closed circuit video inspection equipment, sewer flow monitoring equipment, pipeline grouting equipment, and line cleaning equipment.

WATER

1. Installs and repairs water mains and service lines, including locating leaks and responding to complaints and service requests from customers.
2. Installs, replaces, repairs and reads water meters.
3. Installs, replaces, repairs and services fire hydrants and valves.
4. Inspects buildings for potential cross connections to water system and reports violations to assure compliance.
5. Maintains up to date maps of street signs, storm lines, sanitary lines and water lines; locates underground pipes for other utilities.
6. Maintains and repairs reservoirs and water pump stations including pump control valves and Cla-Vals; repairs pressure reducing and pressure relief valves.

Minimum Qualifications

Knowledge of:

- Principals and practices of repair, maintenance, construction and installation used in streets, sewers, and water systems.
- Hardware and software applications related to the functions and operations of the department.
- Related business practices and operations.
- Personal computers and related software applications.

Skills and Abilities to:

- Safely drive or operate vehicles, equipment, machines and tools.
- Detect needed repairs and make minor adjustments to equipment, machines or tools used to perform duties.
- Work independently in performance of regular assignments.
- Read and understand maps, plans, drawings, orders and/or other documents as required.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D; and two years of experience in general landscape, maintenance, construction work or related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Positions in this classification may also require the ability to possess and maintain a valid commercial driver's license (CDL) within six months of appointment and ability to meet the City's driving standards.

May also be required to obtain a water distribution certification; sewer collections system certification; and/or International Municipal Signal Association (IMSA) certification. Other certifications or licenses may also be required.

This position works primarily during routine daytime hours. However, responses to emergencies or construction schedules will require some nighttime, weekend, and holiday work activity. Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; working in confined spaces; dealing with distraught or difficult individuals; occasional response to emergency conditions during off-hours; operation of a motor vehicle on public roads. Frequent travel between facilities involves the hazards normally associated with vehicular travel, particularly during inclement weather.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Heavy Physical Work: Must be able to move objects by exerting up to (75) pounds of force occasionally and/or up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.