



## City of Lake Oswego, Oregon

### Job Description

#### ASSISTANT UTILITY WORKER

**FLSA Status: Non-exempt**

**Union Representation: LOMEA**

**Salary Grade: 106**

**Job Code: 4005**

#### Class Summary

Under general supervision performs unskilled to semi-skilled duties related to the maintenance, operation and repair of small building sites, streets, sewers, parks and water system.

#### Distinguishing Characteristics

This is the entry level class in the Utility Worker job classification series.

#### 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. Performs janitorial duties such as dusting, sweeping, mopping and stripping, waxing and buffing floors, cleaning carpets, washing windows, cleaning and sanitizing kitchen, lunchroom and lavatory facilities, and emptying trash.
2. Performs routine maintenance and minor plumbing repairs, such as cleaning facilities' walls, floors, and restrooms and fixing broken pipes, clogged drains, etc.
3. Performs limited building maintenance tasks such as replacing light bulbs and batteries, replacing door stops, adjusting faucets, making small repairs to fixtures and windows.
4. Performs other maintenance duties which may involve limited painting and/or limited mechanical and carpentry repairs.
5. Performs basic maintenance of grounds and landscaped areas surrounding buildings; may clean decorative pools; pressure wash sidewalks and parking areas; vacuum debris; mow, weed, trim and water landscaping.
6. 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:

7. Performs manual tasks around construction sites, including trenching and hand grading.
8. Transports asphalt, sand, rock, stone and other materials driving a 5-yard dump truck.
9. Lays sod, removes leaves, pulls weeds, spreads bark, and trims grass using tractors and self-propelled mowers.

10. Sets out and operates hose reel irrigation systems.
11. Relamps electrical light fixtures.
12. Installs and repairs guard rails and fences, and replaces signs.
13. Uses hand tools to clean storm lines, manholes and catch basins.
14. Performs duties and operates equipment according to department safety standards.

## **Minimum Qualifications**

### **Knowledge of:**

- Basic custodial, landscaping, carpentry, painting, electrical or plumbing repair.
- Methods, materials, tools, equipment and safety practices and procedures used in area of assignment.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Read, write, and perform basic mathematical calculations.
- Follow written and oral instructions.
- Safely operate hand and power tools.
- Perform heavy manual labor in sometimes adverse weather conditions.
- Bend, stoop, or kneel for an extended period of time.
- Maintain effective working relationships with other employees, supervisors and the public.
- Maintain accurate and legible records.
- Communicate effectively orally and in writing.
- 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 six months 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.

If assigned to the Police Department, successful completion of a police background check will be required.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

### **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 (50) 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.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**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.*