



Helper City



PUBLIC WORKS GENERAL UTILITY EMPLOYEE JOB DESCRIPTION

Document/Revision Number: HR012 02	Description: Job description for General Utility Employee – Helper City
Prepared By: Helper City Mayor	Approved By: Helper City Attorney
Revision Date: February 18, 2018	Sheet 1 of 5

POSITION OVERVIEW

Under the supervision of the Director of Public Works, this position performs a variety of skilled tasks in the maintenance, repair and construction of streets, water and sewer systems, forestry, vehicle maintenance; building maintenance and other activities.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the Public Works Administrator with oversight by the assigned City Council Member and the Mayor. Under the supervision of the Administrator, this position performs a variety of skilled tasks.

ESSENTIAL AND IMPORTANT DUTIES

Duties may include, but are not limited to, the following:

1. Operation of a variety of heavy trucks and equipment in the repair, maintenance and construction of public works systems and utilities and the maintenance of public spaces including parks and sidewalks.
2. Inspects and maintains vehicles and equipment; reports malfunctions to the Director.
3. Maintains availability to respond to emergency situations during non-working hours.
4. Assists with snow plowing, shoveling, snow removal and ice control functions.
5. Trash pick-up and disposition of garbage from trash cans.
6. Sweeping, clearing gutters on City streets.
7. Building maintenance of city owned properties.
8. Performs electrical turn-on/turn-off services for moves as well as non-payment.

STREET DIVISION DUTIES

Duties include but are not limited to:

- Maintains and repairs streets and roadways; performs asphalt and concrete maintenance and repairs curbs and sidewalks. Seals cracks and patches potholes; clears roads during hazardous weather and other conditions including winter snow, ice events and floods.



Helper City



- Assists in maintaining right-of-ways including leaf and brush collection.
- Fabricates, installs and maintains all signage, applies and maintains pavement marking materials.
- Assists in the maintenance and repair of parking lots and parking facilities designated as city properties.
- Assists in maintaining all sidewalks, gutters and streets throughout the City including the removal of trash, power washing, repair of public furniture, sweeping and blowing of sidewalks and streets.
- Performs snow removal and de-icing of all public sidewalks on Main Street.
- Paints fire lanes, inserts signage as required on streets.
- Assists in coordinating special events within Main Street boundaries including putting up and removing signs and barricades and other general maintenance.
- Removes garbage from bins throughout Main Street on a regular basis, more frequently during events such as the Light parade and Helper Arts, Music and Film Festival.
- Maintains safety awareness of those policies directly relative to the Street Division including adherence to equipment manufacturer's safety requirements, and use of personal protective equipment.

WATER/SEWER DIVISION DUTIES

Duties include but are not limited to:

- Maintains the supply and distribution of the water system including water main breaks, pump stations, hydrants, valves, and ground storage tanks.
- Maintains the sanitary and storm sewer systems.
- Maintains and installs water meters and performs water shut offs and turn ons.
- Maintains safety awareness of those policies, directly relative to the utilities operation including trenching and shoring, chlorine safety and confined space entry.

VEHICLE MAINTENANCE DIVISION DUTIES

Duties include but are not limited to:

- 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.
- Assists in performing preventative maintenance to all equipment on established schedules including tire rotation, oil changes and other routine repairs.
- Maintains safety awareness of those policies directly relative to the Vehicle Maintenance Division including proper tool safety, use of motor vehicle lifts and use of protective equipment.



Helper City



GROUNDS, RIVERWALKWAY AND STREET LIGHT DIVISION DUTIES

Duties include but are not limited to:

- Maintains grounds, trimming, edging, mowing and trash removal as required in and around all public park areas including baseball fields, public parks and other public spaces.
- Removes garbage from bins throughout the public parks and river walkway on a regular schedule.
- Performs carpentry work as required.
- Planting, removal, trimming and general care of trees and shrubs; performs mowing of property; maintains all flower beds.
- Works in conjunction with the Tree Board regarding tree decisions in public spaces.
- Performs brush collection, prepares civic displays and assists with landscape improvements.
- Assists in the maintenance of street lighting, Christmas lighting including the replacement of lighting units, bulbs, control cabinets and other associated equipment.
- Ensures adherence to Dark Skies certification.
- Maintains safety awareness of those policies directly relative to the Grounds and Street Light Division including proper tool safety, electrical safety practices, use of ladders and use of personal protective equipment.

QUALIFICATIONS

Any combination equivalent to experience and education which could provide the required knowledge and abilities would be qualifying. Typical ways to obtain the knowledge and abilities would be as follows:

Education

- High School Diploma or equivalent.

Experience:

- Five (5) years of progressively responsible experience is preferred.

License and Certification:

- Possession of a valid driver's license from the State of Utah Department of Motor Vehicles at the time of appointment.
- Obtain and maintain a Commercial Driver's License to operate large or heavy vehicles.
- Water Certification Collection I.
- Wastewater Certification Collection I.



Helper City



- Road Scholar Certificate.
- Competent Person Training.
- Flagger Certification.
- National Incident Management System Certification (NIMS) which establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations. Allows and enables responders at all levels to work together more effectively and efficiently to manage domestic incidents no matter what the cause, size or complexity, including catastrophic acts of terrorism and disasters.
- Traffic Control Technician as opportunities present to secure certification.
- Traffic Control Supervisor as opportunities present to secure certification.

SPECIAL REQUIREMENTS

Must be able and willing to work the hours necessary to accomplish assigned duties; attend evening meetings and/or critical events and activities as appropriate; travel out of town as necessary to attend and/or participate in workshops, conferences, seminars and meetings during work and non-work hours.

TOOLS

Tools include heavy equipment, snow plows, and other hardware necessary to work on and repair city buildings, streets, etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of the job, the employee is frequently required to sit, talk and hear. The employee is required to stand; walk, use of hands, operate objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl, run and utilizes senses of sight, hearing, taste and smell.

May be required to lift weight of 80 pounds. Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.



Helper City



WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

While performing the duties of this job, the employee predominately works in outside weather conditions. This includes being exposed to heat, cold, snow, rain, hail, toxic or caustic chemicals.

Noise level will vary based on locations such as quiet in an office or moderately loud to loud when in the field.