

## Utility Worker

FLSA Status:  
Bargaining Unit:

Covered  
District Council of Trade Unions (DCTU)

### General Summary

Positions in this broad class perform a variety of manual labor and semi-skilled tasks in support of construction, maintenance, and operational functions.

### Utility Worker II, Apprentice - 30000075

#### Distinguishing Characteristics

The apprentice level of this class typically assists with and learns to perform the full range of Utility Worker tasks under the instruction of a journey Utility Worker and as active participant in Apprenticeship Program. The apprenticeship program is a structured 4,000-hour program involving classroom instruction plus on-the-job training and work performance. Training progress is subject to review by a training and apprenticeship committee.

#### Typical Duties/Examples of Work

1. Assist in and learns to dig holes and trenches; shore excavations; back-fill trenches and holes with hand tools for pipe repair and installation; place and remove barricades; flag traffic.
2. Operates a pickup truck, passenger vehicle or smaller automotive equipment, plows, and may transport fellow employees, tools, debris and other work related items.
3. Assists in and learns to repair leaks in water mains and services; caulk joints, repair valves, tap mains, and cut pipe; repair and maintain fire hydrants and drinking fountains; and replace water meters.
4. Assists in and learns to replace meter boxes; clean and maintain reservoir areas and facilities.
5. Assists journey level Utility Workers and Water Service Mechanics in performing the manual tasks related to their work and learns to use a variety of hand and power tools.
6. Assists in and learns to perform miscellaneous duties around storage yards and buildings; patrol and clean area, loads and unloads trucks; store materials; check tools in and out, clean tools; wash and gas trucks.

- 7. Reads work orders; assists in and learns to obtain needed supplies, complete forms and write simple reports on work, time and materials used.
- 8. Performs related duties as assigned.

**Required Knowledge, Skills And Abilities:**

Ability to: lift up to 70 pounds, in and out of service truck bed; carry up to 50 pounds from service truck to excavation site; drags heavy materials from service truck to excavation site; work for long periods of time in confined space; drive a standard stick shift truck; stand for long periods of time; squat or kneel during the performance of job tasks; work in a variety of weather conditions; climb in and out of service truck bed and 5-foot deep holes multiple times during a day; ascend and descend a ladder; understand and follow oral and simple written instructions; establish and maintain effective working relationships as necessitated by work assignments; learn and apply safe work practices; write legibly and fill out simple forms with training; perform simple math calculations (addition, subtraction, multiplication and division).

Some skill in: using common hand tools and simpler power tools applicable to the work.

**Special Requirements:**

Valid State drivers license **OR** are able to obtain one within six months **OR** have a valid State driver's permit with an acceptable driving record.

**Classification History:**

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

1288 Utility Worker Apprentice Adopted: 04-14-99

June 2009 - Change Job Class number from 1209 to 30000075, due to system change.

**Utility Worker I - 30000076**

**Distinguishing Characteristics**

The Utility Worker I is distinguished from the Maintenance Worker by its responsibility for performing unskilled and limited semi-skilled work and routine use of power tools in the performance of their assigned tasks. Work is performed independently or as part of a crew and is usually closely supervised.

**Typical Duties/Examples of Work**

1. Performs various types of manual labor and limited semi-skilled tasks; may be assigned hand or motorized tools at assigned facilities or sites; loads and unloads equipment, materials and supplies.
2. Performs a variety of cleaning, landscape maintenance, planting, clearing, watering, mowing, edging, and other grounds-keeping tasks; operates small horsepower equipment such as weed eaters, pack blowers, and chainsaws; feeds chippers.
3. Performs a variety of manual labor task including prepares surfaces for placement of asphalt; shovels asphalt paving mix; spreads sand on streets; removes slides and snow; cleans, picks up or shovels debris; digs and fills areas.
4. Lays out and installs signs and pavement marking under close supervision.
5. Moves office equipment, furniture and machinery; picks up and delivers various types of equipment, materials, mail, parts and supplies; stocks, sorts, inventories and stores parts and supplies.
6. Assists journey level employees
7. Operates sedans, pick ups, vans, smaller dump trucks and flat bed trucks to transport employees, materials and equipment to work sites and to perform tasks such as delivering materials, placing barricades, and distributing notifications; performs pre- and post-trip safety inspection of vehicle; performs minor servicing, adjustments and repairs on equipment used.
8. Maintains routine files and records.
9. Assists with traffic safety controls at sites; places traffic control barricades; flags traffic.
10. Places informational barricades; distributes notifications to houses and businesses
11. Responds to calls to work during emergencies
12. Operates two-way radio as needed.
13. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Ability to: learn and use safe working practices; learn and follow instructions; learn and apply safe and effective use of tools and equipment; work effectively as a team or as independently; work effectively with co-workers in a diverse workforce, and respond appropriately to question/concerns from other employees and the public

Skill in: applying learned techniques, processes and procedures; completing reports; performing measurements and arithmetic computations including multiplication, division, fractions, decimals and conversions

**Special Requirements**

Valid state Driver’s license; some positions may require additional certifications or licenses.

**Classification History:**

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

1210 Laborer Adopted: 05-18-76; Revised: 11-01-92

June 2009 - Change Job Class number from 1210 to 30000076, due to system change.

**Utility Worker II - 30000077**

**Distinguishing Characteristics**

The Utility Worker II class is distinguished from the entry level in that it performs multiple semi-skilled tasks requiring knowledge and training, in support of a variety of construction, maintenance, and operational functions. The skills and knowledge required are not of a level and scope of a journey trade but may be in support of a journey, trades or crafts person. Automotive equipment operated includes vehicles requiring a Commercial Drivers License such as a six-yard dump truck, but does not include vehicles with tandem axles.

**Typical Duties/Examples of Work**

1. Drives utility trucks and trailers to transport materials, equipment and crew members to work site, and assists in the work performed; loads and unloads equipment, tools, and materials; cleans and maintains tools; stocks parts;

maintains inventory; operates a variety of motorized equipment, hand and power tools.

2. Drives and operates snow plows, sanding equipment and trucks with anti-icing/de-icing equipment including those with external controls but excluding dual axle vehicles.
3. Performs pre- and post-trip safety inspection of vehicles; performs minor servicing adjustment and repair of equipment operated; reports any maintenance or repair needs; maintains safe work environments; Performs minor maintenance and repair activities on assigned tools and equipment..
4. Operates compressors and a variety of air tools, power articulated tools and miscellaneous small hand and power tools; operates sandblasting machine, pressure washing machine, chipping gun, hydraulic saws, forklift, paving box, shoulder machine, roto-tiller, jackhammer, and other trades equipment; assists with emulsion distribution equipment including emulsion tank and spray, crack sealer, thermolay machine
5. Performs manual labor ground activities such as digging, grading, raking on a patch crew, squeegeeing on slurry seal and crack seal crew, broom sweeping corner areas.
6. Cleans sewers and catch basins; inspects sewers visually; taps trunk sewers and installs branches; lays sewer lines; cuts, repairs or replaces broken pipe; repairs manholes and catch basins.
7. Checks and maintains sewer systems including mains and lateral, storms and sanitary, ditch and drainage; assists video operators in performing utility line maintenance and repair problems including maintenance of cameras and transporters; assists combination sewer vacuum machine operators in maintenance of truck; operates sewer rodding machine, sewer bucket machine; performs emergency shut off of water to prevent damage to occupying customer; performs needed repairs.
8. Works closely with journey trades person such as carpenters, electricians, finishers, operators and others in repair, cleaning, and maintaining city infrastructure including service lines, structures, trees and landscapes;
9. Renovates, installs and repairs play fields, signs and playground equipment; mixes and sprays herbicides to control weeds; installs posts by driving in or digging and cementing in place; makes minor repairs and maintains facilities, pools, and related equipment.
10. Provides sewer and other utility emergency and customer service response; investigates complaints and/or requests services; assists other bureaus in

determining cause and location of damaged utility line or service to minimize damage to property owner or the city; records information and makes appropriate referral.

11. Sets forms for sidewalks and street levels to meet federal requirements; works with back hoe crew including hand digging and lifting concrete blocks.
12. Lays out and installs signs and pavement markings with direct or indirect supervision.
13. Operates two-way radio; assists with leadership and training of crews.; oversees the work of unskilled crew members.
14. Sets up work zone traffic control; flags traffic; operates vehicle with crash attenuator.
15. Responds to questions from citizens; explains reasons for job site creation; explains city policy and procedures or refers citizens to the proper staff.
16. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: laws and safe practices in the operation of automotive vehicles; and work zone traffic control; standard methods, materials, tools, and equipment used in the construction and maintenance trades; safe and effective use of a variety of power and hand tools of the trades; leadership methods; city infrastructure and related utilities; safe and effective work zone traffic control; emergency response techniques

Ability to: safely and effectively use tools and equipment of the trade; recognize choices and apply effective solutions; learn specialized equipment and technologies, materials, procedures; obtain certificates needed for specific assignments; read quarter section maps; troubleshoot tools and equipment; problem solve and make independent decisions; perform work in confined spaces, heights, ditches, and cramped conditions

Skill in: following oral and written instructions; recording and completing simple reports; operating an automotive vehicle; reading maps and simple construction plans; using and caring for the tools, equipment, and materials of the construction and maintenance trades

**Special Requirements**

Valid Class "A" Commercial Driver's License; some positions require additional endorsements, certifications, and/or licenses

**Classification History:**

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:  
1218 Utility Worker Revised: 11-21-78; 07-20-82  
11-01-92 (Class consolidation, 1310 Automotive Equipment Operator I and 1218 Utility Worker, as a result of contract negotiations 1992)

Revised: 3-10-08 Added two-way radio reference to Utility Worker 1

June 2009 - Change Job Class number from 1211 to 30000077, due to system change.

November 2011 – added snow and ice sanders and plows to list of vehicles operated.

**Working Conditions**

Work in this class is typically performed in a field environment. Incumbent is typically required to negotiate rough terrain; to lift up to 100 pounds; to work outdoors in all weather conditions; to be called back to work during emergencies; to work in and around traffic, work site equipment or machinery; to work at heights or in confined spaces; to be exposed to hazardous materials; to wear protective gear.