

## CITY OF BLACK DIAMOND JOB DESCRIPTION

Job Title: **UTILITY WORKER I**  
Department: Public Works  
Reports to: Operations & Maintenance Superintendent  
Compensation: \$4,223 - \$5,132 per month  
FLSA: Non-Exempt

### **Summary:**

Under the direction of the Operations & Maintenance Superintendent this position performs routine manual labor tasks involving cleaning and maintenance of City parks, streets and other areas supported by the Public Works Department.

### **SCOPE:**

**Reports to:** Operations & Maintenance Superintendent

This position primarily performs grounds maintenance functions including mowing, edging and debris pick-up. May also, as directed by the Operations & Maintenance Superintendent assist in a variety of unskilled or semi-skilled maintenance and construction work, and operate various equipment in the construction, operation, repair, and maintenance of City buildings, water, sewer, street and storm drainage, including mowing of City parks, right of ways, City facilities, etc.

### **WORK ENVIRONMENT:**

Work is performed in all weather conditions, at all times of day, and is heavy physical labor requiring bending, stooping, lifting of heavy objects, working at heights or on a scaffolding and working in tight or confined areas. Physical effort is needed to regularly move, lift and carry up to 50 pounds and occasionally 50-100 pounds without assistance from others. Basic communication skills (oral and interpersonal) are needed for frequent interaction with co-workers, supervisor and the public. The nature of the work has frequent interruptions. Also requires travel from site to site.

### **ESSENTIAL FUNCTIONS:**

- Performs tasks directed at maintaining City property in an attractive condition, (i.e., mowing lawn, edging, patching holes, weed control, litter pick-up, watering)
- Performs tasks directed at maintaining City property in a safe condition, (i.e., repair of streets/traffic signs, assist in repair of streets, cleaning and repairing trails)
- Performs all duties in conformance to appropriate safety and security standards
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use
- Performs required labor involved in construction and maintenance
- Assists other employees in performing similar labor and duties as requested
- Other similar duties as assigned.

### **QUALIFICATIONS:**

**Education and Training:**

High school diploma or GED.

**Licensing and Certification:**

Valid Washington State driver's license free of serious or frequent violations required.

Obtain First Aid certification card and State Flagging certification within six (6) months of date of hire.

May at the City's request be required to obtain a spraying license.

**Knowledge, Skills, and Abilities:**

Knowledge of:

- Municipal water, sewer, and street maintenance services and construction of basic municipal infrastructure desired.
- Methods, tools and equipment used in the installation, repair and maintenance of water and sewer lines desired.
- Proper use and maintenance of light and heavy equipment, trenching, shoring, confined spaces entry rules and other field safety operations and safety rules.
- Basic operation of maintenance and construction equipment and standard construction hand and power tools.
- Occupational hazards and standard safety practices.
- Defensive driving practices and precautions.

Ability to:

- Assist in locating and marking water and sewer mains and services.
- Ensure safety around work areas and areas in high traffic.
- Perform heavy manual labor for extended periods of time in a variety of climatic conditions.
- Read and interpret maps, drawings, engineering plans, blueprints, schematics, and "as-builts".
- Perform basic mathematical computations.
- Maintain clear and accurate records of work performed.
- Understand and follow oral and written instructions.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating clearly and concisely with others, reading, writing, and operating assigned equipment.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently or as a member of a crew.
- Use computers/tablets or other electronic devices to accurately log and track work activities.
- Learn to perform maintenance and repair functions on City utilities and properties.
- Learn methods and techniques for traffic control.
- Learn to operate water and sanitary sewer system controls and related components.
- Learn to operate a variety of maintenance and construction equipment in a safe and effective manner.

*The statements contained herein reflect general details as necessary to describe the principle functions of this classification, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements.*

ORIGINATION DATE: September 2021  
UPDATED SALARY February 2024