

Position Description

City of Lowell, Oregon

Position: Utility Worker Trainee	Non-management
Department: Public Works	Hourly non-exempt (eligible for overtime)
Reports to: Public Works Director	Pay scale position #: 6

Summary

This entry-level position is part of the Public Works Department. The Utility Worker Trainee performs basic and routine tasks under close supervision, assisting in the operation, maintenance, and repair of city facilities and utility systems. The goal of the Utility Worker Trainee position is to provide the foundational skills and experience needed for advancement within the Utility Worker series. Employees are expected to advance to the Utility Worker 1 level as they gain experience and complete the required training.

Distinguishing characteristics

This is the most entry-level position in the Utility Worker series. It is distinguished by its focus on basic, routine tasks performed under close supervision. Employees at this level are not expected to work with the same level of independence or judgment as higher-level Utility Workers. This position is typically used for training and advancement to the Utility Worker 1 level, and employees may have limited or no previous related work experience. Work may be performed under the immediate supervision of the Utility Worker 2 position.

Position duties, responsibilities, and physical demands

- Facility Operations: Assist in the operation and maintenance of city utility and infrastructure systems, including wastewater treatment plant, water treatment plant, wastewater collections system, water distribution system, stormwater system, street system, parks system, and other city-owned facilities.
- Daily Rounds: Perform daily rounds and checks of the utility system, maintaining accurate and detailed logbook entries of utility and maintenance operations and measurements.
- Basic Maintenance: Perform basic maintenance tasks, such as mowing, cleaning restrooms, removing trash, and general repair.
- Service Orders: Respond to service orders and perform tasks such as repairing leaks in water lines, installing water meters, and changing oil in city-owned vehicles and equipment.
- Safety and Compliance: Adhere to laboratory safety and QA/QC standards as required by DEQ and OHA.
- Sample Collection: Assist in collecting, analyzing, and submitting samples of water and wastewater as required by the Department of Environmental Quality and the Oregon Health Administration.
- Mechanical Maintenance: Inspect and perform routine repairs and maintenance on mechanical and hydraulic systems within water or wastewater treatment plants.
- Equipment Operation: Safely operate hand tools and light equipment, such as mowers, weed trimmers, and other landscaping equipment, as well as heavy equipment like backhoes, street sweepers, and dump trucks.

- **Street Maintenance:** Assist in maintaining streets, including ditches, storm drains/culverts, rights-of-way, grading and graveling roads, and maintaining street signage.
- **Park and Cemetery Maintenance:** Perform maintenance tasks in parks and cemeteries, including mowing and cleaning restrooms.
- **Supplier Interaction:** Contact suppliers and contractors for quotes and bids.
- **Equipment Maintenance:** Assist in maintaining city equipment and scheduling outside maintenance as needed.
- **Safe Work Environment:** Maintain a clean and organized work environment, ensuring adherence to safety rules and regulations.
- **Professional Interaction:** Interact professionally with customers, vendors, members of the public, state regulatory officials, city employees, and others, providing exceptional customer service.
- **Licenses/Certifications:** Maintain necessary licenses and certifications for the position through continuing education and professional development.
- The City of Lowell reserves the right to change or assign other duties to this position, as required.

Qualifications

- High-school diploma or equivalent.
- Hiring decisions will be based on a consideration of the employee’s criminal background and driving history to be conducted after making a conditional offer of employment.
- Possess or ability to obtain an Oregon driver’s license.

Physical demands and working conditions

Environment. Constantly works in outdoor weather conditions, including exposure to rain, snow, heat, cold, sun, and extreme weather conditions. Exposure to loud noise, dust, chemicals, moving mechanical parts, and risk of electrical shock. Works in or with water. Works with and inspects underground utilities.

Mobility. Transporting equipment, boxes, and containers up to 100 pounds. Constantly moving from one job site to another in outdoors conditions. Occasionally ascends/descends ladders and stairs to access equipment and buildings. Manipulating dials, controls, and digital interfaces. Employing tools and operating various types of light and heavy equipment.

Observation. Monitoring dials, gauges, lights, and digital interfaces. Understanding policy and procedures manuals, legal regulations, instruction manuals, work logbooks, and textbooks and training materials.

Communication and reasoning. Ability to communicate information and ideas so that others will understand. Must be able to exchange accurate information with citizens, vendors, city employees, state regulatory officials, and others. Ability to apply critical thinking skills to assess problems and develop solutions.

Other factors. May be required to work extended hours including nights, weekends, and holidays. Public Works employees may be scheduled for on-call or standby duty. Utility Workers must live within 30 minutes' travel time to the city to be able to respond to emergencies in a timely manner.