



Job Description

Utility Specialist

Job Class Code:	Range: 30 – 40 \$15.19 - \$19.31
Department: Public Works	Department Head: Bruce Ward

DISTINGUISHING FEATURE OF THE CLASS:

The fundamental reason this classification exists is to perform a wide variety of semi skilled to skilled work in utility location or blue staking for water/Power/PI/Sewer and other related facilities under the general guidance of the Public Works Director. This classification is subject to overtime, call-back and standby assignments.

ESSENTIAL FUNCTIONS:

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

- Locating all utility systems for water/power/P.I./and sewer;
- Blue staking for water/power/PI/and sewer;
- Water & Power meter re-reads;
- Water & Power shut-offs;
- Delivering notifications of pending termination of unpaid utilities;
- Assist in other areas of the city as needed;
- Perform related duties as assigned;
- Turn on new water services, turn off discontinued water services and delinquencies, and distribute notification papers related to the same.

NON-ESSENTIAL FUNCTIONS:

- Assist other departments as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Basic knowledge of blue staking, utility construction, repair, and maintenance methods, procedures, tools, equipment, and materials;
- Basic knowledge of water/sewer/ power systems operations;
- Safe work practices under hazardous conditions.
- Operation of a variety of construction equipment.
- Safe work practices under hazardous conditions such as confined space entry, and working in the public right of way.
- City geography and the municipal street system.

Skills:

- Skills in operation of a variety of construction equipment

Ability:

- Ability to read utility map;
- Ability to get along well with fellow workers and to work independently;
- Ability to maintain a professional attitude in working with the public as well as other employees;
- Ability to read and correctly interpret safety procedures, training materials, and engineering drawings, and other City procedures;
- Ability to proficiently operate construction equipments.
- Must be detail oriented and extremely responsible

Special Qualifications:

- Must obtain CDL license within 60 days of hire;
- Water Distribution Certification Grade 2 or be able to obtain such within 1 year of employment;
- Sewer Collections Certification Grade 2 or be able to obtain such within 1 year of employment.

Additional Requirements:

- Must be at least 18 years old at time of appointment;
- Must possess a valid Utah driver's license;
- Must be physically capable of lifting 100 pounds, work in extreme hot, cold, wet, and dry environments, work in confined spaces, with raw sewage, etc, and be able to perform in such conditions for the entire work day.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school diploma or equivalent with at least 2 years of construction or maintenance experience working with blue stakes, water systems, sewer systems, valves, basic plumbing functions, and working with heavy equipment. A college degree in a construction related field is preferable.