CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Utility Worker V- Stormwater Division **UNION:1937**
SG:113
CLASS TITLE: Utility Worker V **CS:Y**
FLSA:Y
DEPARTMENT: Public Works- Operations **EEO4|SOC:TE|49-9099**

JOB SUMMARY:

This position performs installation, maintenance, improvement, monitoring, testing, inspection and repair of storm drainage facilities and equipment combined with responsibilities for serving as a lead worker. Functions as lead worker to crews of Utility Worker I's, II's, III's, IV's, and extra labor employees assigned to the Stormwater Division. Assists in planning, training, scheduling, and assigning work, and provides daily direction to work crews engaged in maintaining and repairing storm mains, services, storm water ponds, vaults, storm filters, and stormwater treatment facilities. Performs independently specialized assignments requiring well-developed skills, abilities, and knowledge of stormwater infrastructures. Assignments can include closed circuit television pipe inspection program, high velocity hydraulic pressure cleaning and root removal, construction and repair of stormwater manholes and mainlines utilizing both open cut and trenchless repair methods, and other tasks associated with maintaining the integrity of the stormwater infrastructure. Completes recordkeeping to ensure that local, state, and federal regulations are being met. Performs all work of the classes below.

SUPERVISORY RELATIONSHIPS:

Reports to a Stormwater Supervisor or a Superintendent of Maintenance. Works independently under general supervision and in accordance with the applicable City and Departmental policies, procedures as well as state regulations and division ordinances, policies, guidelines, illicit discharge detection/eliminations (IDDE) and applicable engineering standards. When serving as a lead worker, this position provides technical guidance, assigns, and directs the day-to-day work of other lower classified Public Works Operations staff.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Under the direction of the designated Maintenance Stormwater Supervisor leads assigned staff in the field, performing preventive and corrective maintenance, and new installation of the storm drainage system and water quality facilities. Assists in overseeing field maintenance to ensure efficiencies and stormwater quality standards are maximized. Independently performs assigned projects which can include closed circuit television pipe inspection program, high velocity hydraulic pressure cleaning and root removal, construction and repair of stormwater manholes and mainlines utilizing both open cut and trenchless repair methods, and other tasks associated with maintaining the integrity of the stormwater infrastructure.

2. Coordinates with the designated Maintenance Stormwater Supervisor to provide support, training, and technical knowledge to employees entering the division regarding inspections, maintenance, and management of stormwater infrastructures in order to stay in compliance with the Western Washington Phase II Municipal Stormwater permit held by the City of Bellingham.

3. Supports the applicable Maintenance Stormwater Supervisor in monitoring the work-site plans for

significant construction and maintenance activities. Provides recommendations and courses of action regarding conditions in the field that may affect work practices and procedures.

4. Serves as a lead worker and assists with planning, organizing, ensuring worksite safety, and oversees the daily work of unit assigned crews. Provides training to lower classified staff in the proper use of materials, tools, mechanical or power equipment, and other related current work practices. Observes and monitors the field performance of the assigned Stormwater maintenance staff and provides feedback to the applicable Supervisors regarding training, progress, and on-going performance. Will work with Utility Worker IVs with ongoing, on-the-job training, and in-house training for all storm drainage system work tasks. May participate in selection and hiring processes for new employees hired into the Stormwater Division. Initiates and completes work orders and associated reports. Notifies "one-call" system as appropriate.

5. Performs inspections of storm drainage-related work of private contractors, such as end-of-construction walk-throughs, provides recommendations on next steps to the applicable Supervisors as necessary. Coordinates with the applicable Maintenance Stormwater Supervisor on providing recommendations to project engineers or private contractors as needed at pre-construction meetings and during construction activity.

6. Supports the applicable Maintenance Stormwater Supervisor in coordinating with other division supervisors, Utility Worker V's, Public Works engineering staff, private contractors, Public Works inspectors, and asset management staff to identify and resolve problems and mitigate and minimize operational conflicts.

7. Maintains appropriate recordkeeping systems to ensure that all federal, state, and local regulations are met and followed throughout the stormwater system.

8. Performs all duties of the lower classes in the Utility Worker series.

ADDITIONAL WORK PERFORMED:

1. May act in responsible charge in the absence of the Unit Supervisor.

2. Assists supervisor in developing, implementing, and evaluating annual work plans.

3. Performs other related duties within the scope of the classification as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Demonstrated competence in all the performance requirements of the classes below (Utility Worker I, II, III, and IV).
- Demonstrated knowledge of applicable local, state, and federal laws, codes, and standards related to inspection and maintenance of Stormwater facilities.
- The use of Division computer software to perform various assignments including the MS Office Suite.
- Thorough working knowledge of all aspects of Public Works/Operations Division.

Skill in:

- Applying craft techniques, processes and principles in the accomplishment of assigned work, as well as a thorough knowledge of Division materials, methods and procedures.

- Demonstrated supervisory skills including leadership, interpersonal sensitivity, adaptability, flexibility and time management.
- Demonstrating independent judgment in leading small crews, including the ability to plan and carry out work assignments, maintain required standards of work (production, quality and safety) and to give clear and efficient direction to crewmembers.
- Demonstrated communication skills and the ability to maintain effective working relationships with co-workers, other City employees, business owners, contractors and the general public

Ability to:

- Provide guidance, direction, and training to Construction Inspectors, contractors, owners, and the general public.
- Operate the mechanical equipment used in maintenance and operation of the Public Works Operations Maintenance Department.
- Prepare technical materials and reports.
- Demonstrated competence in all the performance requirements of the classes below (Utility Worker I, II, III, and IV).
- Ability and willingness to work outdoors in all types of weather conditions.
- Drive a motor vehicle.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job, including:
  - Operate mechanical and power equipment of varying lengths and widths safely and efficiently;
  - Reading instructions and work safely around equipment;
  - Hear and see sufficiently to respond quickly in a noisy fast-paced environment while meeting mandated safety standards;
  - Frequently communicate accurate information and ideas with others;
  - Frequently travel between indoor and outdoor locations; stand, stoop, reach, bend, kneel, squat, climb, and occasionally work in confined spaces or from varying heights;
  - Frequently lift and move heavy objects in the 50 lbs., and occasionally transport weights up to approximately 100 lbs.;
  - Frequently traverse on uneven terrain, loose soil and sloped surfaces;
  - Occasionally operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;

WORKING ENVIRONMENT:

Work is performed both indoors and outdoors in all types of weather conditions. Occasionally work is performed indoors at a desk or computer terminal. While conducting inspections or performing plan review work may be performed alone or as a member of a team. Exposure to hazards may include: fumes, dust, gases, asbestos, moving mechanical equipment parts, extreme temperatures, maintenance and repair of pressurized (up to 200 psi) water systems, inadequate lighting, confined spaces, trenches, loud noises, and exposure to traffic. General safety precautions are taken into consideration for most of these hazards, as well as for a variety of daily physical demands required to perform the essential functions of the job. Special safety precautions are taken into consideration for asbestos, confined space, trench and pressurized water system hazards. Safety precautions also extend to the daily driving and operation of a variety of vehicles and equipment in the course of performing duties. This position requires moderate to continuous physical exertion.

EXPERIENCE AND TRAINING REQUIREMENTS:

When a vacancy occurs for this position within this classification, regular City employees who meet the experience and training requirements will be considered for promotional opportunities in this class.

- Minimum one (1) year of experience in the Utility Worker IV classification with the City of Bellingham.
- Must demonstrate and maintain proficiency in the safe and efficient use of specialized equipment used in specialized assignments for this class.
- Intermediate computer skills including word processing, email and data entry.
- Must possess and maintain Certified Erosion and Sediment Control Lead-(CESCL) within one (1) year of promotion to Utility Worker V.
- National Pollution Discharge and Elimination System (NPDES) Phase II compliance training and knowledge preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check and child and vulnerable adult abuse records check.
- Valid Washington State driver's license and good driving record. Candidate must submit a three-year driving abstract prior to hire; with biennial submission of driving abstract to department, to be forwarded to Human Resources (Policy FLT 05.00).
- Must be able to report to Operations Division for emergency/call out and to serve on standby in accordance with bargaining unit agreement.
- Must possess and maintain a Commercial Driver's License (Class A CDL) with air brake endorsement throughout term of employment (CSC 7-11-90).
- Must pass CDL-related drug and alcohol testing throughout term of employment.
- Must possess and maintain a valid first aid/CPR card throughout term of employment.
- Must possess and maintain a valid Flagging/Traffic Control Card throughout term of employment.
- Must secure and maintain Hazardous Waste Operation and Emergency Response (HAZWOPER) certification within 1 year of hire.
- Failure to obtain and maintain appropriate certifications within established time limits will result in demotion to the lower class for which qualified, until such time as the required unit certification is achieved.
- Completion of the American Public Works Association (APWA) Public Works Institute (PWI) within 3 years of promotion preferred.

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