City of Laurel	Job Description
Job Description Title: Utility Maintenance Worker II	**FLSA Status:** Non-Exempt / Union
Accountable To: Maintenance Superintendent or Lead Worker	**Position Status:** Regular Full-Time

Job Summary:

Under general supervision, performs a variety of skilled and semi-skilled tasks in the maintenance, construction, and repair of streets, public facilities, solid waste, utilities, parks, and cemetery; operates a variety of equipment and heavy duty trucks. Work varies, individual judgment within prescribed standards and procedures required.

Scope of Responsibility:

This position reports directly to the Maintenance Superintendent or Lead Worker. As assigned, this position may act as a lead worker to seasonal employees.

Essential Duties and Responsibilities:

1. Public Works/Public Utilities
   - 1.1. Performs a variety of skilled and semi-skilled work in the operation, repair and maintenance of buildings, streets, parks, cemetery, public facilities, water and sewer lines, and refuse collection.
   - 1.2. Operates and maintains a variety of equipment including tandem refuse tracks, street sweepers, front end loaders, rollers, snow plows, compactors, back hoes, street flushers, and sewer jets.
   - 1.3. May on occasion operate selected heavy equipment; uses a variety of hand and power tools; checks tires, oil, lubricant, water, lights, and fuel to equipment operated.
   - 1.4. May drive and load refuse collection and transfer trucks.
   - 1.5. Performs minor repairs to equipment used.
   - 1.6. Performs tasks of chip sealing and overlay of streets.
   - 1.7. Assists in the maintenance of parks and performs caretaker duties at cemetery.
   - 1.8. Perform other related tasks as assigned.
   - 1.9. May be assigned as an operator at the water and wastewater plants with proper certifications.
   - 1.10. Performs tasks of a Maintenance Worker I as assigned.
   - 1.11. May be required to respond to emergency after hour calls.
   - 1.12. Perform other related tasks as assigned.
   - 1.13. Assigned construction and maintenance tasks are completed.
   - 1.14. Applies knowledge of materials, equipment, tools, and techniques of maintenance and construction.
   - 1.15. Follows all applicable safety procedures, uses proper safety equipment, and operates assigned equipment in a safe manner.

2. Customer Service/Administration
   - 2.1. Prepares minimal records of own activities.
   - 2.2. Contacts with others requires common courtesy and relaying of information.
   - 2.3. Work performed requires care and use of proper safety equipment and procedures to prevent injury.

Minimum Qualifications:

Graduation from high school or its equivalent plus two years of work experience in the construction, maintenance, repair of public facilities, or similar activities including the operating of a variety of equipment and tandem trucks. Possession of a Commercial Driver's License with appropriate certifications. Maintains a Water Distribution Certificate from the Montana DEQ or the ability to obtain certification within one year from hire date.

Interpersonal - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions;
Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Deals with the public in a manner that effectively promotes the image of the City and handles complaints tactfully but thoroughly. Establishes and maintains effective communications and working relationships with fellow employees, subordinates, and supervisors.

Physical Demands & Working Conditions:

Work is a combination of plant/utility operation and public works operations. Operates a variety of equipment; work is frequently performed in undesirable physical conditions of pollution, heat, cold, and dampness; duties involve physical work requiring lifting, frequently involving weights of 75 pounds (greater with assistance), crawling, bending, stooping, and climbing; may be exposed to hazards and infectious wastes; Possession of CDL License with appropriate endorsements

Approved by:

Heidi Jensen

Chief Administrative Officer

Approved 02/01/2017