



City of Laurel	Job Description
<b>Job Description Title:</b> Utility Maintenance Worker II	<b>FLSA Status:</b> Non-Exempt / Union
<b>Accountable To:</b> Maintenance Superintendent or Lead Worker	<b>Position Status:</b> 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:

  
Chief Administrative Officer