

# City of Bandon

## JOB DESCRIPTION



**JOB TITLE:** UTILITY WORKER  
**DEPARTMENT:** PUBLIC WORKS  
**POSITION:** Full Time, Permanent  
**REPORTS TO:** Public Works Director

### **Overview:**

Under general supervision, performs a wide variety of work from manual labor to operation of light to moderate heavy equipment in the maintenance and repair of city facilities such as water system, sewer system, storm water, streets, building, and parks maintenance.

### **What you will be doing**

This position receives written work orders and/or verbal instruction from Supervisor. Work is performed Monday through Thursday, with occasional weekend work required. Essential duties include but are not limited to:

- Cuts grass, trims weeds and brush on town property and parks.
- Uses small equipment such as weed eater, chain saw, lawn mower, power edger, etc.
- Digs trenches for water and sewer pipe. Shovels gravel or dirt.
- Repairs streets and sidewalks with asphalt, cold patching materials, and concrete.
- Performs minor maintenance, repair, and welding of equipment that may include trucks, street sweeper, and riding mowers, etc.
- Hand washes vehicles.
- Assists in water distribution system installation and maintenance.
- Assists in sewer collection system installation and maintenance.
- Assists in storm drainage system installation and maintenance.
- Assists at the water and sewer treatment plants.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A high school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience, is required. Must be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; understand basic mathematics; and be able to communicate effectively to groups of customers and employees.

### **Licenses and Certifications (Required within 6 months of hire)**

- Class "B" Oregon Commercial Driver's License
- First Aid/CPR Certification
- Oregon Flagger's Card

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### **Physical Demands and Working Conditions**

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers; handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee frequently works near moving mechanical parts and is frequently exposed to vibration. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually very loud.

### **Compensation Package**

**Salary range is \$19.98 to \$30.51/hour.** New employees serve a probationary period of six (6) full months after which they shall be considered a permanent employee. Employees hired between July 1st and December 31st shall receive a wage increase after six months of employment and from that point forward they shall receive their increases July 1st of each year. New employees hired between January 1st and June 30th shall receive their first increase at six months, receive their next increase at one year from their hire date and from that point forward they shall receive their increases July 1st of each year.

The City of Bandon offers an attractive benefit package, including:

- **Retirement:** The City of Bandon pays both the employer's and employee's contribution into the Oregon Public Employees System (PERS).
- **Insurance:** The City pays 100% of insurance premiums for the employee and their eligible dependents. The insurance package includes medical, dental, and vision coverage.
- **Annual Leave:** Employees enjoy 13 paid holidays per year, vacation leave (6.67 hours per month) and sick leave (8 hours per month).
- **Additional Benefits:** The City offers an employee assistance program, optional deferred compensation, and optional supplemental insurance through Aflac and The Hartford.

This job description covers the most significant essential and auxiliary duties performed by the position but does not include other occasional work, which may be similar, related to, or a logical assignment for the position.