



CITY OF BEND

## **UTILITY INFRASTRUCTURE SERIES**

### **Classification Specification**

**City of Bend, Oregon**

*This classification specification defines the general character and scope of responsibilities of all positions within the Utility Infrastructure job classification series. This description does not list every duty for a given position; specific position assignments will vary depending on business needs.*

### **General Information**

- **Classification Title:** Utility Infrastructure Series
- **Classification Code:** UIS
- **Pay Grade:** 400-700
- **FLSA Status:** Non-Exempt
- **Representation:** COBEA

### **Summary**

The Utility Infrastructure Series is a broad classification that encompasses incumbents engaged in a wide range of skilled and semi-skilled duties in a variety of systems maintenance or administrative tasks related to the installation, operation, maintenance, repair and inspection of the City's water, water reclamation and stormwater systems and infrastructure (linear assets). Responsibilities may vary in accordance with assigned area of responsibility, but will generally include; operating and maintaining applicable systems and equipment, installing and repairing water and/or sewer lines and other related facilities, maintaining/repairing manholes, catch basins, pump stations, reservoirs and other facilities, investigating line leaks and/or blockages, responding to customer requests for information, collecting data and preparing reports, and maintaining a variety of records and logs related to the maintenance, repair and monitoring activities.

The following competency levels pertain to this classification series:

**Entry** –Typically used as a training class; work is generally routine, daily detailed instruction is given and work is performed under direct supervision. Typically has less than two years of experience and may be an operator in training.

**Journey Level** –Knows and applies fundamental concepts, practices and procedures of a particular field of specialization; performs work that is varied with minimal supervision. Performs tasks that may be somewhat difficult in nature and require moderate levels of evaluation and decision making. May provide guidance to the entry level classification. Generally holds or is working towards an intermediate level certification and has two to four years of experience.

**Advanced Journey Level** –Possesses and applies a broad knowledge of principles, practices and procedures of a particular field to the completion of difficult assignments; assignments are broad in nature, generally requiring a high level of ingenuity and originality; has appreciable latitude for un-reviewed actions and/or decisions. Typically holds a high level certification and has five or more years of experience.

**Lead Level** –Possesses and applies a broad knowledge of principles, practices and procedures of a particular field to the completion of difficult assignments. Responsible for the 'work' and not the 'worker'. Performs a full range of duties including scheduling and assigning tasks to lower level classifications. Proscribes methods, procedures and materials for work and is responsible for the final work results.

Generally holds a high-level certification and typically has eight or more years of experience with five years in a lead role **or (5 years) experience that demonstrates competence to lead teams.**

### **Distinguishing Characteristics**

- Utility Infrastructure Series perform a variety of skilled or semi-skilled manual labor tasks assisting in the installation, maintenance and repair of water, wastewater and stormwater supply, distribution, and collection systems.
- **May include leading lower level support staff.**

### **Essential Duties**

*The duties listed below are a typical sample; position assignments may vary.*

- Performs systems maintenance or administrative tasks related to the installation, operation, maintenance, repair and inspection of the City's water, water reclamation and stormwater systems and infrastructure.
- Performs preventative maintenance and minor repair activities to applicable vehicles and equipment utilized in day-to-day activities.
- Troubleshoots and implements repairs to faulty system components, utilizing established standards.
- Maintains necessary records; reporting requirements; and/or systems relevant assigned area of responsibility.
- Responds to inquiries and requests for information from the public; investigates and resolves problems.
- Complies with safety requirements of the position and actively promotes safe work practices.
- Responds to system maintenance and or service calls outside scheduled work hours while on call or in the event of an emergency.
- In an emergency event or an officially declared State of Emergency, responds as directed to ensure the restoration of essential public services, facilities and infrastructure.
- Ensures compliance with applicable Federal, State, and Local laws, rules, regulations, and polices
- May supervise or provide guidance to lower level support staff.
- Actively supports an inclusive and respectful work environment.
- Performs other duties of a similar nature or level.

### **Qualifications**

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

### **Training & Experience:**

High School Diploma or equivalent (GED) and sufficient experience as necessitated by the competency level of the position.

- Entry Level: 0-2 years of experience and may be an operator in training
- Journey Level: 2- 4 years of progressively responsible relevant experience with basic level certifications per area of assignment
- Advanced Journey Level: 5 years of progressively responsible relevant experience with advanced level certifications per area of assignment
- Lead Level: 8 years of progressively responsible relevant professional experience, with 5 years' experience that demonstrates competence to lead teams, advanced level certifications per area of assignment

*Additional specialized knowledge and/or certifications specific to area of assignment may be required.*

### **Degree and Licensing and/or Certification Requirements:**

- Based upon area of assignment, an Associate Degree or two year technical certification may be required if candidate does not have minimum journey level experience.
- Valid Oregon driver's license at time of appointment. An Oregon Class A or B commercial driver's license may be required within six months of hire.

**Knowledge Required:**

- Water/wastewater/storm water maintenance and repair functions;
- Vactor truck operations;
- Underground utility location techniques and methods;
- Mathematical principles;
- Construction principles;
- Applicable tools and equipment utilized in the trade;
- Trench safety shoring, shielding and construction safety principles;
- Customer service principles;
- Leak detection methods;
- Occupational hazards and safe work methods.
- Plumbing principles, including all classes of pipe;
- Leadership skills;
- Hydrant maintenance and repair;
- Water valve turning and flushing;

**Skill in:**

- Using a computers, peripherals, and related software applications;
- Prioritizing and assigning work;
- Detecting leaks;
- Performing mathematical calculations;
- Locating underground utilities;
- Reading and interpreting maps, drawings, and schematics;
- Troubleshooting, maintaining, and repairing water/wastewater systems and components;
- Utilizing applicable tools and equipment of the trade;
- Providing customer service;
- Operating light to heavy equipment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Work Environment:**

Work is principally in field settings. Work in the field may involve: travel to offsite locations; exposure to weather, extreme temperatures, and jobsite construction activities involving, noise, dust, moisture and poor ventilation. Involves movement across uneven surfaces, heights and below-grade locations and exposure to fumes or chemicals with proper safety precautions. Office settings involve interruptions and have controlled environmental conditions and involve use of computers and other office equipment.

**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.