



## CITY OF EPHRATA UTILITY-I PUBLIC WORKS

### **CLASSIFICATION ELEMENTS**

The Utility-I position primary will work in the Street Department, maintaining our community's street and sewer systems. The position requires the safe and proficient operation of a wide variety of equipment, as well as a familiarity with street and underground construction. Utility-I will also work in Parks, Cemetery, Sewer, and Water Departments. This position is a 40-hour/week job and is not overtime-exempt.

### **MINIMUM QUALIFICATIONS**

- High School Graduate, G.E.D., or equivalent
- Washington State Commercial Driver License required (Class-A CDL highly preferred).
- Flagging, First Aid, and Confined Space certifications highly preferred.
- Expertise with a variety of heavy equipment highly preferred.
- Ability to pass background check; pre-employment and on-going drug screening.

### **SKILLS AND ABILITIES PREFERRED AND/OR REQUIRED**

- Previous experience in construction, underground utilities, and heavy equipment highly preferred.
- Ability to learn and apply policies and procedures
- Ability to exercise independent judgement within established procedures
- Effectively communicate clearly, tactfully, and courteously with wide variety of people
- Must have strong organizational skills and strict attention to detail
- Ability to use equipment safely and efficiently
- Ability to maintain self-control and professional attitude under occasionally adverse conditions
- Ability to creatively solve land-use challenges with contractors, citizens, and coworkers

Salary: \$54,576/year plus full benefit package

Applications can be downloaded at [www.ephrata.org](http://www.ephrata.org).

For a detailed job description visit [www.ephrata.org](http://www.ephrata.org) or stop by City Hall.

### **APPLICATION PROCESS**

Submit three items; Resume, Cover Letter, and a City of Ephrata application to City of Ephrata/Wes Crago, 121 Alder Street SW, Ephrata, WA 98823.

**Application Deadline: 4:30PM 01 MARCH 2019**

Interviews for the top applicants will be held on 13 MARCH 2019. The interview is a long, multi-step process that will take several hours with a (mandatory) lunch provided.

The City of Ephrata is an equal opportunity employer.

### **TIMELINE**

04 FEBRUARY 2019	Application Period Opened
01 MARCH 2019	Application Packet Cutoff
04-06 MARCH 2019	Initial Evaluation and Reference Checks
07 MARCH 2019	Finalists Determined for Interviews
13 MARCH 2019	Interview Day (lunch, tour, interview)
14-15 MARCH 2019	Finalist Background Checks and Evaluation
15 MARCH 2019	Offer of Appointment Made



40 HOURS/WEEK  
\$54,576/YEAR  
CITY BENEFITS PACKAGE

## UTILITY-I / PUBLIC WORKS

COMPLETE STREET & UTILITY MAINTENANCE  
GENERAL EQUIPMENT OPERATIONS  
ASSIST ALL OTHER DEPARTMENTS

### CLASSIFICATION ELEMENTS

*The position of this class is responsible for fully maintaining Ephrata's street and sewer systems. This would include a wide variety of physical duties, with a wide variety of equipment, in variable weather. This position requires skills to be performed in the maintenance and repair of streets, water and sewer systems and by the safe and proficient operation of backhoe, grader, dump truck, street sweeper, sewer jet, flusher, paint striper and other heavy and specialized equipment. The ability to independently work, effectively manage workloads, and engender positive interaction with staff and public is critical to this position. This position is not overtime-exempt. The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.*

### SUPERVISION

- The Utility-I works under the direct supervision of a Department Superintendent, under the guidance of the Field Supervisor.
- This position may occasionally supervise temporary, volunteer, or Department of Correction workers.

### UTILITY-I ASSIGNMENTS INCLUDE BUT ARE NOT LIMITED TO:

- Operate specialized equipment; dump truck, street sweeper, flusher, grader, backhoe, snowplow, sander, gang mowers, snow blower, welder, jackhammer, loader, paint striper, and compressor.
- Perform full range of grounds maintenance tasks; mow, rake, edge, sweep, prune, irrigate, and fertilize.
- Work in pipes, drainage ditches, and other uncomfortable locations.
- Assists in location and burials at city cemetery, while maintaining an appropriate level of respect and dignity.
- Drive dump truck, spreading sand and gravel; assists in constructing and repairing curbs, gutters, and sidewalks; shovel asphalt paving mix to repair streets
- Operate truck-mounted equipment to spray herbicides and trim trees along right-of-way.
- Work as street striping crew; operating striper, putting out and picking up cones and provide traffic control.
- Drive water truck to flush sewer lines, repair storm and sanitary sewer lines, clean storm system, and unplug sewer lines using a high velocity sewer jet & vacuum.
- Able to supervise and instruct seasonal workers.
- Perform routine maintenance at City Pool and at all City parks.
- Constructs and repairs wooden or metal signs; fabricates equipment and materials, performs welding, plumbing and/or carpentry.
- Performs routine painting, maintenance, and minor repairs and /or remodeling on equipment, facilities, and buildings.
- Perform minor electrical repair on lighting systems in park buildings and ball fields.
- Perform minor repair and installation of pump motors.
- Assist all other City Departments and perform other duties as assigned.

### OTHER ABILITIES

- Ability to exercise independent judgment within established procedures.
- Ability to apply policies and procedures.
- Effectively communicate clearly, tactfully, and courteously.
- Must have strong organizational skills and strict attention to detail and process.
- Provides back up and vacation/illness relief for Public Works, including all relevant assignments of the different departments.
- Must demonstrate the ability to maintain self-control and professionalism when dealing with hostile persons.
- Requires the ability to work independently, prioritize conflicting work assignments, and work under pressure of deadlines.
- Ability to maintain positive, effective working relationships with co-workers, supervisors, subordinates, groups and public.
- Requires knowledge of the assignments and abilities sufficient to perform thoroughly and accurately the full scope of responsibilities.
- Ability to work with a high level of energy and positive attitude.
- Membership in the AFL-CIO Local 846-E is required, subject to stipulations of RCW 41.56.122(1).

### WORK ENVIRONMENT/PHYSICAL DEMANDS

- Ability to stand, walk, and drive as needed throughout day.
- Occasional ability to lift, carry, and put away parcels weighing up to 75 pounds each.
- Ability to monitor several audible communications devices, such as telephone, fax, and radio, etc. throughout the day.
- Ability to sit or stand for long periods, as necessary.
- Ability to work around and with street and sewer-related chemicals.
- Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Physical ability to have access to any and all City facilities sufficient to monitor programs and operations.
- Ability to operate all Public Works vehicles, including mowers, tractors, backhoes, etc.
- Ability to communicate effectively and professionally with diverse audiences, including the public and City personnel at all levels.
- Ability to resolve conflicts and maintain harmonious working relationships throughout the organization and with other groups
- Ability to read a variety of documents, including correspondence, proposals, and other persuasive and informative materials.
- Ability to gather and sort relevant information from various sources and records successfully.
- This position may be required to obtain special certifications.
- This position may work difficult and extended hours.