JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Utility Maintenance Specialist</th>
<th>Civil Service:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Public Service</td>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>Public Service Director</td>
<td>Pay Grade:</td>
<td>NB Payscale</td>
</tr>
<tr>
<td>Location:</td>
<td>Public Service Building</td>
<td>Overtime Status:</td>
<td>Paid Overtime</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>9/21/2017</td>
<td>FLSA Status:</td>
<td>Exempt</td>
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</tbody>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This is a technical and professional position within the Public Service Department. This position plans, coordinates, and participates in the work of the utility infrastructure. General direction and review is received from the Public Services Director or the Directors designee.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Coordinates and performs work related to all phases of municipal utility maintenance and construction.
- Facilitates the repair, maintenance and use of all vehicles, tools and equipment necessary to perform work related tasks.
- Schedules, trains, and directs department employees in areas of maintenance of city the utility system and other Public Services Divisions as needed.
- Locates utilities for other city departments, contractors and other utility companies for the purpose of excavation.
- Performs special activities relating to the department safety program including inspection of job sites for compliance with confined space entry procedures and chemical treatment of lines.
- Wears and properly uses safety equipment including personal protection equipment, self-contained breathing apparatus and gas detection equipment.
- Establishes and monitors division goals and performance criteria.
- Evaluates division performance.
- Monitors leave utilization and staffing requirements and revised employees requests for accuracy and division needs.
- Responsible for adjusting first step grievances in accordance with department policies and procedures.
- Responsible for employee discipline in accordance with department policies and procedures.
- Assists with departmental and division budget development and monitoring.
- Assists with specifications for purchase of equipment and supplies of the division.
- Assists with in-service training and development of other employees and promote safety and improvement of work procedures and methods.
- Investigates complaints and inquiries regarding the maintenance and construction of the city utility system.
- Is available for emergency and unscheduled work assignments and directs employees to arrange for their completion.
- Makes recommendations regarding the hiring, transfer, suspension, promotion and discharge of employees to the Public Services Director.
- Coordinates the work of other divisions within the department as necessary.

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Knowledge of the principles and practices of the city’s utility systems.
- Knowledge of the operation and repair of equipment used by the Public Services Department.
• Knowledge of the ordinances, rules and policies related to the city's utility infrastructure.
• Ability to help establish goals and effective methods to reach them.
• Knowledge of occupational hazards, confined space regulations, city safety policies and the necessary safety precautions to assure safety of all employees.
• Ability to prepare clear and concise oral and written reports.
• Ability to plan, direct, coordinate and control the activities of subordinate personnel.
• Ability to establish and maintain effective working relationships with fellow employees, other departments, contractors and the general public.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

• Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, un-level grades and heavily vegetated areas for the purposes of site review and maintenance work inspection.
• Ability to perform a variety of physical labor activities as needed including using a variety of hand and power tools, stooping, bending and climbing.
• Ability to lift up to 50 pounds at one time and ability for repetitive lifting of up to 50 pounds.
• Ability to work long hours outdoors occasionally under adverse weather conditions.
• Ability to read, speak, write and understand English to communicate effectively with fellow employees, contractors and the general public by telephones, two-way radios, written format and face-to-face.
• Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
• Attends work regularly at the designated place and time.

QUALIFICATIONS

List the minimum requirements to be considered for this position:

• High school diploma.
• Two (2) years experience involved in the methods, practices, techniques, equipment, tools and supplies used in utility maintenance and construction.
• Most possess a valid Class B Commercial Drivers License with Endorsement N for bulk tank vehicles and Restriction L for vehicles with air brakes, within sixty (60) days of date of hire.

WORKING CONDITIONS

List working conditions for this position:

• Often works outdoors in extreme weather conditions
• Works a standard work week
• May be required to work some overtime upon demand of workload

REQUIRED BACKGROUND CHECKS

List working conditions for this position:

• Sex Offender Registry
• Drug Screening
• Driving Record
• Pre-Employment Physical

SELECTION AND APPOINTMENT

Selection and recruitment for this position shall be based upon the relative ability, knowledge, and skills of the applicant. Evaluations of the applicants will be made on the basis of job related criteria. The position will be subject to pay for performance evaluations and compensatory pay ranges.