

CITY OF FIRCREST, WASHINGTON

POSITION DESCRIPTION



Class Title: Utility Service Worker II
Department: Public Works
Representation: Teamsters Local 117
Salary: \$6,098 - \$7,783 per month, DOQ
Overtime Eligible

First Review of Applications: October 21, 2025

Position Open Until Filled

POSITION SUMMARY:

The Utility Service Worker II position performs a variety of skilled maintenance tasks and operates various equipment, ensuring the efficient daily operation, maintenance, construction, repair, and replacement of the City's water, sewer, street, streetlights, and storm drainage facilities. This includes emergency generators, sewage pump stations, stormwater treatment systems, drinking water wells, reservoirs, booster stations, irrigation systems, security systems, and related water, sewer, and stormwater systems, buildings, and facilities.

ESSENTIAL FUNCTIONS include but are not limited to:

- Perform skilled work to reconstruct, construct, maintain, and repair water, sewer, streetlights, and storm drainage systems and facilities. Conduct regular inspections to ensure all aspects of the systems are functioning properly.
- Perform required labor, including but not limited to pavement cutting, ditch-digging, utility holes, main and line cleaning, installation and repair of mains, pipes, meters, hydrants, water wells, valves, water taps, plumbing fixtures, catch basins, servicing collection and distribution systems, sewer lift and pump stations, water reservoirs, and water quality.
- Read water meters and record consumption. Work with the fluoridation and chlorination systems of the water system and provide records for the treatment of each source. Work with the SCADA monitoring system.
- Maintain a variety of records relating to inspections, maintenance, and operations activity. Determine the locations of water and sewer lines, as well as storm and streetlight wiring, from the appropriate sources before excavation, as required or assigned.
- Respond to complaints, evaluate situations, and explain findings to the supervisor. Contact customers regarding service discontinuance.
- Ensure the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use, performing routine inspection and preventative maintenance on assigned equipment and vehicles, and referring notices of defects or needed repairs to the supervisor.
- Drive trucks (within CDL regulations) of various sizes and weights in the loading, hauling, and unloading of various equipment, materials, and supplies, and drive a street sweeper.
- Perform all duties in conformance to appropriate safety and security standards; keep inventory, time, and material records; and stock service vehicles.

- Operate a variety of power, construction, and maintenance equipment used in the water, sewer, storm drain, and street departments.
- Receive citizen complaints from concerned citizens; resolve complaints or refer the situation to the appropriate individual.
- Must be able to assume responsibility for responding to emergencies 24 hours/day on a rotation basis.
- Perform other duties as assigned.

AUXILIARY DUTIES:

An employee in this classification is expected to routinely perform other duties as assigned that would typically be performed by an employee in a position within this classification or lower. On occasion, an employee in this classification may perform the duties of an employee in a higher classification.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma or GED Equivalent; and
- Three (3) years of experience related to the construction, maintenance, or repair of water, sewer, street, and storm drain facilities and systems; or
- Any satisfactory combination of experience, education, and training that provides the required knowledge, skills, and abilities required to perform the essential duties and responsibilities of the position.

Necessary Knowledge, Skills, and Abilities:

- Some knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
- Skill in the operation of listed tools and equipment.
- Ability to follow proper methods and perform heavy manual tasks for extended periods under varying weather conditions.
- Ability to work safely, use good judgment when operating equipment and while working at potentially hazardous work sites, maintain constant awareness of hazards, and continuously apply safe work habits and practices.
- Ability to safely drive and operate heavy and light-duty vehicles and equipment.
- Ability to communicate effectively verbally and in writing.
- Ability to understand and carry out written and oral instructions.
- Ability to establish and maintain effective working relationships and work positively and professionally with other employees, supervisors, contractors, suppliers, and the public.
- Ability to work independently and demonstrate sound judgment and initiative.
- Ability to follow federal, state, and local policies, procedures, laws, and regulations.
- Ability to maintain punctual, regular, and reliable attendance.
- Ability to maintain a sense of humor and positive attitude.
- Ability to present a positive, friendly image to the public using tact and courtesy.
- Ability to work collaboratively as a part of the Public Works team.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Valid Washington State Driver's License or ability to obtain upon employment.
- CDL Class A or B Certification without a record of suspension or revocation in any state or the ability to obtain one within six months of employment.
- Must have a driving history acceptable to the City and maintain an insurable driving record.
- Washington State Department of Transportation Traffic Flagging Certification or ability to obtain, as required.
- First Aid/CPR card or ability to obtain.
- Water Distribution Specialist II Certification or ability to obtain.

SUPERVISION:

Work is performed under the immediate supervision of the Working Utility Foreman.

TOOLS AND EQUIPMENT USED:

Work involves operating a variety of motorized vehicles and equipment, including but not limited to dump trucks, pickup trucks, utility trucks, street sweepers, jetter/inductor trucks, manlifts, plate compactors, saws, pumps, compressors, and generators. Additionally, the position requires proficiency with standard hand and power tools, shovels, wrenches, detection devices, phones, ditch witches, and personal computers. Strong attention to safety protocols and equipment maintenance is essential.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands outlined below represent those that an employee must meet to perform the essential functions of this position successfully. Reasonable accommodation may be made to assist individuals with disabilities in performing essential functions. Employees will be required to wear safety protective gear when necessary.

This position primarily involves outdoor work, which may present moderate to high risks and discomforts, including exposure to elevated noise levels, dust, grease, sewage, mud, moving vehicles, and varying weather conditions, such as extreme heat and cold. Employees may encounter adverse conditions, including traffic, confined spaces, chemicals, and physical hazards associated with mechanical and electrical equipment, as well as the risk of electrical shock. Workers often operate in high or precarious locations and are frequently exposed to dirty, noisy, wet, and humid environments, as well as fumes, airborne particles, toxic or caustic chemicals, and vibrations. The position requires climbing, reaching, grasping, bending, stooping, kneeling, and crawling, as well as the ability to maneuver on uneven terrain and ascend or descend ladders, stairs, ramps, and other similar surfaces using feet, legs, hands, and arms. The employee must occasionally lift or move up to 50 pounds. Indoor work consists of using a computer.

Utility Workers have daily contact with other crew members to coordinate activities, working both independently and as part of a team. City crews often work in highly visible locations and may need to address questions from the public. All employees must respond to citizens with tact and patience, maintaining professional composure at all times. There may be possible interactions with irate or difficult individuals. If a question cannot be answered on-site, the employee should refer the citizen to the supervisor or other Department staff for assistance.

SELECTION GUIDELINES:

Formal application, evaluation of education and experience, an oral interview, reference checks, and job-related tests may be required.

ADDITIONAL INFORMATION:

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position.

As an Equal Employment Opportunity Employer, the City considers all applicants for positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital status, veteran status, gender identity, or any other legally protected status. Applicants requiring reasonable accommodation for the application and/or interview process are encouraged to notify us immediately.

Candidates who receive a job offer will be required to provide proof of identity and authorization to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, which prohibits the hiring of unauthorized aliens.

The City of Fircrest maintains a drug-free workplace and enforces a policy to limit smoking in the workplace.

This job description does not constitute a contract of employment between the City and the employee and is subject to change based on the City's needs or job requirements. It is not intended to encompass all duties that may be performed in this position and is only designed to provide a general description of responsibilities in this classification. Employees may be required to follow additional job-related instructions and perform other duties as requested by their supervisors. The duties listed herein are illustrative and not exhaustive. The omission of specific tasks does not exclude them from the position if they are similar, related, or a logical assignment to the position.

BENEFIT INFORMATION:

The City offers a comprehensive benefits package designed to support the health and well-being of our employees and their families. Benefits include medical, vision, dental, and orthodontic insurance; choice of WA State Department of Retirement Systems PERS Plan 2 or Plan 3 for general employees or LEOFF 2 for police officers; and options for two voluntary deferred compensation programs. We also offer generous time off, including 11 paid holidays, a personal holiday, vacation and sick leave, as well as compensatory time and overtime options (as applicable). Additional benefits include an Employee Assistance Program and a fitness reimbursement plan.

The City of Fircrest fosters a work environment that supports wellness, enhancing the quality of life for employees and encouraging participation in our wellness programs. As a result, the City has received the Association of Washington Cities Well City Award.