

# MUNICIPAL UTILITY LABORER



## The City of Keizer, Oregon is accepting applications for a Municipal Utility Laborer (MUL) position!

### OPENING DATE

Thursday, October 15, 2020

### CLOSING DATE/TIME

Friday, October 30, 2020 at 5:00PM

### PUBLIC WORKS DEPARTMENT

The Keizer Public Works Department is a professional, dedicated team that proudly serves the community by effectively and efficiently building, operating and maintaining quality, safe and secure public facilities.

The Department consists of a Director who oversees the department and is responsible for long range planning, fiscal budgeting, and acts as liaison to city council and:

- ◆ Four Division Managers & One Project Manager who supervise daily workload and provide direction to Environmental Program Technicians & Municipal Utility Workers (MUW's)
- ◆ Two MUWIII's responsible for water quality & water distribution
- ◆ Four MUWII's responsible for customer service, plant/pump maintenance, street/storm and water distribution leadwork
- ◆ Eight MUWI's who work in the City's water, streets, parks, or stormwater systems
- ◆ One MUL responsible for least complex water, street and storm tasks
- ◆ Four Environmental Program Technicians including one Senior and one Geographic Information System (GIS) Technician
- ◆ One Permit Specialist
- ◆ One Facilities Maintenance Technician

The MUWI, II, III and MUL positions are represented by LIUNA Local 737.

Although the Public Works Department is small in number of employees, they are an energetic and skilled work unit that encourages teamwork.

The Public Works Department promotes learning opportunities and seeks excellence in each position.

### JOB SUMMARY

We have one opening in our entry level position. We developed this position to train individuals who are interested in learning about and working in the field of public works, specifically in the areas of water, street, and storm.

The laborer is under the direct supervision of the Water Division Manager and will also receive direction from the Stormwater Operations & Street Division Manager, lead workers and other more experienced staff members in the field.

The laborers perform the least complex tasks involved in the operation, maintenance, improvement and quality of the City's water distribution system; cleaning, clearing and maintaining and improving storm drain system; improving all public right-of-way and roadway surfaces within the City. Incumbents may work independently or within a team.

### PAY & BENEFITS

For this position, all new hires begin at \$18.76 per hour. The pay range for this position is \$18.76 - \$24.47 per hour, \$3,251.73 - \$4,241.47 per month.

Additional benefits include the following:

- ◆ Spanish Language Incentive, 5%
- ◆ Medical, Prescription, Dental and Vision with choice of plans
- ◆ Life Insurance
- ◆ Long Term Disability Insurance
- ◆ Paid Holidays & Personal Days
- ◆ Paid Vacation & Sick Leave
- ◆ PERS Retirement
- ◆ Deferred Comp - Match up to 6%
- ◆ Optional Flex Accounts
- ◆ Fitness Incentive Program
- ◆ 24 Hour Fitness Room

Current schedule is Monday through Thursday 8:00AM - 4:30PM with a 1/2 hour lunch and Friday 8:00AM - 5:00PM with a 1 hour lunch.





## TO QUALIFY

Minimum qualifications include:

- ◆ High school diploma or equivalency.
- ◆ Experience using basic tools regularly utilized in the public works field including hand tools such as saws, shovels and wrenches, and small power tools such as drills and saws.
- ◆ Valid Oregon driver license.
- ◆ Residence must be within a 30-minute drive time to City shops as substantiated by any one of the most commonly used online mileage/travel programs based on home address and favorable driving conditions.
- ◆ Pass background investigation.

## CERTIFICATION AND LICENSURE

Required within 90 days of hire:

- ◆ Oregon CDL - Class A Endorsement, NIMS ICS 100, 200, 700 Certification.

## APPLICATION INFORMATION

To apply, submit a Letter of Interest sharing why you are interested in learning about and working in the Public Works field as an entry level Municipal Utility Laborer, as well as why you want to work for the City of Keizer.

The Letter of Interest must be submitted along with your City of Keizer Employment Application.

See Application Instructions attached to the City of Keizer Application form for detailed directions on how to apply.

Click [here](#) for the application.

Bilingual Spanish, Female and Veteran candidates are encouraged to apply.

Veterans requesting Veteran's Preference must complete the Veteran's Preference Form and provide required paperwork.

Click [here](#) for the Veteran's Preference Form.

Applications must be received prior to the closing date/time in order to be considered. Postmarks will **not** be accepted as proof of meeting deadline.

Requests for accommodation under the Americans with Disabilities Act must be submitted in writing prior to the closing date of this announcement.

## SELECTION PROCESS

An evaluation of all application materials will be conducted to determine candidates who will receive further consideration, including participation in an interview process.

One or more additional interviews or other qualifying activities may take place prior to contingent offer.

All employment offers are contingent upon successful completion of background investigation, medical exam(s) & drug testing.

## **CITY OF KEIZER**

The City of Keizer is located in the beautiful Willamette Valley with Oregon's largest city, Portland, to the north, and the state capitol, Salem, bordering Keizer to the south.

Oregon coastline and mountains are located just west and east of Keizer. Our weather is moderate throughout the year with summer temperatures in the 70's and 80's.

Keizer's population is greater than 38,5800 and is the 14th largest city in Oregon. In spite of its growth since the 1990's, Keizer continues to preserve its small-town pride by supporting many volunteer organizations and community-wide events.

Some notable events include the Iris Festival, the Miracle of Christmas lighting display, concerts in the parks and the Keizer Art Walk.

Keizer is also the home of the Volcanoes, a Minor League Baseball team affiliated with the San Francisco Giants.

The City of Keizer is a great place to work! We strive to create a relaxed and friendly environment. We pride ourselves on providing top-notch customer service to everyone who walks through our doors as well as to our coworkers.

The City of Keizer has 103 total regular status employees, a varying number of temporary employees and assistance from dedicated community volunteers.

## **ADDITIONAL INFORMATION**

### **SHARP Certification**

The City of Keizer is the first municipality in the State of Oregon to earn Safety & Health Administration Recognition Program (SHARP) certification from the Occupational Safety and Health Administration (OSHA). This is a testament to our commitment to safety for our employees and our community.

### **Social Security Exemption**

Full-time and part-time employees for the City of Keizer are exempt from Social Security Tax.

### **Drug Free Workplace**

The City of Keizer is committed to maintaining a safe and healthy workplace free from the influence of alcohol and drugs.

Any offer of employment made to a potential new employee will be contingent upon the applicant passing a drug-screening test, and, as required by law, some current employees will be required to participate in random, reasonable cause and post-accident drug and/or alcohol screening during the course of employment.

### **Equal Employment Opportunity**

The City of Keizer is dedicated to a policy of equal opportunity in employment to all qualified persons without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, mental or physical disability, age or marital status.

We make employment decisions based on our evaluation of qualifications, abilities and anticipated contribution to the success of the City.

### **Immigration Law**

In accordance with the Immigration and Reform Control Act of 1986, employment of any individual will be contingent upon presentation of acceptable documents verifying identity and eligibility for U.S. employment.

## **Veteran's Preference**

We are proud of the many Keizer employees that are veterans. We support Oregon's Veteran's Preference law, we provide a method for qualified candidates to request employment preference.

**Questions?** Contact City of Keizer Human Resources at 503-856-3430 or send an e-mail to [HR@keizer.org](mailto:HR@keizer.org).

*The information provided in this job announcement is not an implied contract and may be modified or revoked without notice.*

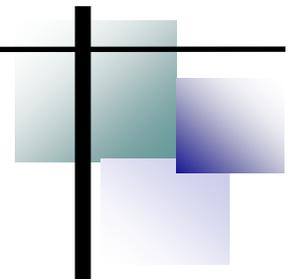
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***Keizer is a place where you can make a difference!***

930 Chemawa Road NE \* PO Box 21000 \* Keizer, Oregon 97307-1000

Telephone: 503-856-3430 \* Fax 503-856-3445

Website: [www.keizer.org](http://www.keizer.org)





# MUNICIPAL UTILITY LABORER

## Job Description

*The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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<b>Class Title:</b>	Municipal Utility Laborer	<b>Effective Date:</b>	December 1, 2017
<b>Working Title:</b>	Laborer – Water, Street, Storm	<b>Type:</b>	Represented by LIUNA Local 320
<b>Department:</b>	Public Works	<b>Supervisor:</b>	Water Division Manager
<b>FLSA Status:</b>	Non-Exempt	<b>Supervises:</b>	None

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### CLASSIFICATION SUMMARY

This is an entry level position in which the laborer will perform the least complex tasks involved in the operation, maintenance, improvement, and quality of the City's water distribution system; cleaning, clearing, and maintaining and improving storm drain system; improving all public right-of-way and roadway surfaces within the City. Incumbents may work independently or within a team. Employee will be under the direct supervision of Water Division Manager and will also receive direction from the Stormwater Operations & Street Division Manager, lead workers, and other more experienced staff members in the field.

### SUPERVISION

Not a supervisory position.

### PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

*The physical demands (including lifting, mobility, movement, and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### Physical Demands

Physical effort is required to perform heavy manual labor. Regular lifting of objects and equipment ranging in weight from 25 to 100 pounds is required. In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools or controls; bend; and reach with hands and arms. The employee is regularly required to climb or balance, stoop, kneel, climb stairs, crouch or crawl. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to the previously referenced heavy manual labor as well as to use a computer and various software programs, calculator, phone, copy and fax machines, and other related tools and equipment.

#### Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

#### Working Conditions

In the performance of the job duties, the employee will perform the majority of this job outside in varying and extreme weather conditions for extended periods of time. Employees risk physical hazard from mechanical and electrical equipment, exposure to human debris, drug paraphernalia, hazardous gases, fumes, paint, chemicals and pesticides. Outdoors noise level is frequently high. Indoors, job duties will be performed in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms, and public spaces.

The noise level in the work area is typical of most office environments, with telephones, personal interruptions and background noises. Occasional contact with customers in conflict situations. Subject to 24-hour call back for emergency conditions.

## **ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES**

*An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Based on the Public Works Department's cross-functional team approach to projects, all employees may perform duties in sections other than those regularly assigned as needed and directed. In addition, duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.*

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to assigned working hours, and operating a motor vehicle safely and legally while on City business.

### **70% Water Distribution & Quality Assurance**

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Assists with installation, maintenance, and replacement of water meters, mains and valves, fire hydrants, service lines, and other appurtenances.

Reads and records water meters and assists with connects and disconnects services.

Compiles detailed work orders for completed work and prepares and maintains logs and records of daily work activity.

Routinely checks and maintains vehicles and equipment as assigned.

Assists with valve operation tests.

Assists with conducting routine and ongoing flushing of water mains to clean lines.

Reviews meter reports.

Assists with the delivery and loading and unloading of sequestrant agent, fluoride and other water treatment chemicals.

Cleans and organizes shop.

Washes and fuels vehicles.

### **25% Storm Drain Maintenance**

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Assists with the operation, installation, maintenance, trouble shooting, and repair of irrigation systems in Right-of-Way (ROW) and Vegetated Stormwater Facilities (VSFs).

Assists with cleaning and repairing catch basins and storm pipes; assists with inspection and repair of manhole vaults and covers.

Assists with minor repair and replacement of storm drain infrastructure.

Recognizes and reports illicit discharges that affect storm water quality.

Participates with other employees in weeding and maintaining VSFs.

Performs other general grounds keeping and maintenance duties as needed and requested by supervisor.

Assists with the cleanup of hazardous materials.

Keeps detailed records of the accuracy and maintenance of time, materials, and equipment.

Responds to and resolves citizen complaints encompassing storm drain related customer requests in a courteous manner.

Takes field notes and inputs data into computer.

## **5% Street Maintenance**

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Assists with minor maintenance and repairs to asphalt and concrete surfaces.

Installs and replaces city street signs and posts.

Cleans, maintains, and trims vegetation from street signs that present safety hazards.

Assists with response to City Ordinance street related issues.

Installs and maintains temporary traffic barricades used during special events.

Assists with response to daily calls dealing with streets, signs, traffic signals, and public right of way issues.

Assists in traffic control.

Assists with the cleanup of hazardous materials and spills.

Removes and replaces, if necessary, all graffiti damaged City property.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

High school diploma or equivalency. Experience using basic tools regularly utilized in the public works field including hand tools such as saws, shovels, and wrenches, and small power tools such as drills and saws.

### **Licenses, Certifications & Other Requirements**

- Required at time of hire: Valid Oregon driver license.
- Residence must be within a 30-minute drive time to City shops as substantiated by any one of the most commonly used online mileage/travel programs based on home address and favorable driving conditions.
- Pass background investigation.

## **ADDITIONAL QUALIFICATIONS**

### **Knowledge**

- Safe operation of tools and equipment required for the position.
- Work-related safety practices.

### **Skill & Ability**

- Operate tools, equipment, and vehicles required to perform the duties of the job.
- Operate a computer, including word processing and email programs.
- Work in a safe manner for extended periods of time in adverse weather conditions.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with other employees and the public.
- Sufficiently perform the physical requirements of the classification.
- Learn new technology and effectively apply the technology to the job situation.

### **Licenses, Certifications & Other Requirements**

- Required within 90 days of hire: Oregon commercial driver license (CDL) - Class A Endorsement