

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

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**Job Title:** *Facilities and Utility Worker*  
**Department:** *Public Works*  
**Reports To:** *Public Works Operations Manager or as assigned*  
**Status:** *Non-exempt /Union*

#### **Job Summary:**

Perform facilities and utility customer services, maintenance jobs, installations and repair work, with responsibility for matters such as furniture moving and repair, door repairs, plumbing, painting, grounds keeping, periodic maintenance on furnaces and compressors, lighting repair and replacement, supply deliveries, custodial services, and window and roof repairs. Utilize tools and, as authorized, equipment available to perform the work. Duties include on-the-job training as well as special projects, and other tasks at City Hall, the Senior Center, Public Works, Police station or other locations, as well as leading inmates, community service, or seasonal work crews.

#### **Essential Job Functions:**

The Facilities and Utility Worker classification is utilized to balance work loads and recognize training and skill development needed in a broad range of facilities maintenance, along with skills necessary to perform specialist work in water, parks, streets, solid waste, storm drain, or wastewater divisions, as assigned.

1. Attend meetings of assigned division or work directly with division leads or staff to perform facilities or project responsibilities; work independently to self-schedule work, plan jobs and materials. Also perform safety checks on equipment, tools, and vehicles.
2. Perform a variety of facilities repair jobs such as roof leak repairs, gutter cleaning, unclogging toilets, replacing windows, replacing furnace filters and belts, remodels, compressor maintenance, repairs for buildings, furniture and facilities, as well as painting and basic electrical jobs, such as replacing facilities light bulbs and ballasts.
3. Perform a variety of general duties in various divisions such as meter reading, traffic control, recycling collection, and custodial work.
4. Plant and maintain grounds, grass and landscape areas, trees and shrubs as directed. Pull weeds, prune shrubs, mow grass, edge sidewalks using push mowers, line trimmers, shovels and hand trowels to accomplish landscaping activities. Assist with installing, repairing and maintaining irrigation systems, and perform cleaning and line testing. Water plants and grass areas in parks and other designated areas.
5. Under direction of licensed applicator, apply pre-mixed fertilizers, insecticides and other chemicals to turf areas, trees and shrubs. Assist in mixing applications and spraying under direction.
6. Assist in building and inspecting park and other facilities and equipment; make and review repair plans as necessary, and assure conformance to safety and ADA requirements.
7. As directed, assist in constructing or remodeling offices, facilities and other buildings.
8. Help plan, setup and cleanup facilities in parks, City Hall, Senior Center, Special Events other locations for events, meetings, or holidays. This includes helping put up and take down holiday banners, operating the boom truck, and traffic safety.
9. Perform parks, facilities, and public works training duties including cross training and special projects to gain knowledge and skills with equipment, the City's parks and other facilities, problem solving, computer systems, and customer service.
10. Respond to customer and public inquiries in a courteous manner and perform duties such as assessing concerns or complaints, problem solving and leading response efforts, and follow-up with customers or the public, supervisory personnel, or others as appropriate.
11. Work cooperatively and effectively with City officials, supervisors, co-workers and the general public using good judgment in a courteous and helpful manner, sometimes in stressful situations.
12. Perform deliveries, and assist with inventory and stock keeping for central stores.
13. Maintain daily log and write reports.
14. Manage and input tasks and data into the facility work order software.

#### **Associated Job Functions:**

1. Attend various workshops, on the job training sessions, and vendor workshops.
2. Perform other duties and responsibilities as assigned.

**Performance Requirements (Knowledge, Skills and Abilities):**

- Ability to learn and retain information pertaining to numerous City locations, streets, parks and facilities.
- Ability to gain a working knowledge of building services, carpentry, plumbing, painting, basic electrical, parks landscaping and plants, construction and maintenance, repair practices and techniques, as well as public works operations, maintenance, customer service, and other functions.
- Ability to learn to read and interpret blueprints and schematics.
- Knowledge of and ability to work with material safety data sheets (SDS).
- Ability to read, interpret and follow oral and written instructions.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and basic math.
- Ability to perform basic data entry and retrieval functions using a personal computer and tablet.
- Ability to perform work independently, be a self starter, and work in accordance with sound safety practices and equipment. Ability to be flexible to perform a variety of work and respond to changing priorities.
- Ability to utilize a variety of hand and power operated plumbing, electrical and carpentry tools, vehicles, and equipment such as shovels, picks, rakes, crowbars, portable asphalt/concrete saws, gas powered compactor, radios, mowers, tractor mowers, pressure washers, etc.
- Ability to learn to proficiently operate equipment such as forklift, boom mowers, boom trucks, single and tandem axle dump trucks, wheel tractor, front end loader and backhoe.
- Ability to assess and respond to staff and public inquiries, complaints and concerns, or to refer to appropriate staff.
- Ability to work with and lead inmates, community service and seasonal crews.

**Working Environment and Physical Demands:**

Work is typically performed in buildings and out-of-doors under dirty, uncomfortable, noisy and hazardous traffic conditions and in all types of weather conditions. Work requires manual dexterity, hearing and visual acuity, and the ability and stamina to perform heavy manual labor during a work shift to crawl, climb, bend, twist, stoop, kneel, operate equipment, and perform repetitive moving of items in excess of 50 pounds. Work may be performed in confined spaces, elevated areas using fall restraints, and requires ability to wear and work with respirators and other safety equipment, and may involve exposure to hazardous chemicals or bloodborne pathogens. Weekend and after-hours work is sometimes required as well as after-hours response to situations and emergencies.

**Experience and Training Requirements:**

- High school graduation or GED equivalent, **and**
- One (1) to two (2) years of general labor or building experience, **with** customer service duties and problem solving.
- Must obtain and maintain CPR and Industrial First Aid Certification within six (6) months of hire.
- Must obtain and maintain a Washington State Department of Transportation certification in flagging, traffic control and safety within six (6) months of hire.
- Must obtain and maintain a valid Commercial Driver's License (CDL) Class A, with a tanker endorsement, including Medical Certification, within six (6) months from date of hire.
- Must obtain and maintain certifications in specific areas of work as necessary.
- Valid Washington State Driver's License and a good driving record.
- Must pass a Criminal Background and Drivers Abstract check prior to hire.
- Must pass drug screening at time CDL License is obtained, and periodically thereafter at the City's discretion.

*A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.*

Established: Hulbert, 95

FLSA: Non-exempt

Revised: BJ/SB/CAS 02; (Title Change) NWM/HR 7/04, PW/HR 10/08, HR 3/12, PW/HR 5/15

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.