

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title            Utility Worker  
Sch & Grade        CTL-8  
Class Code         GA60  
FLSA Status        Non-Exempt  
Bargain Unit Elig. SEIU  
Occupational Group Craftworker

**PRIMARY PURPOSE:**

To perform maintenance, construction, servicing and/or repair work on a variety of city facilities, buildings and grounds.

**SUPERVISION:**

Under direct supervision; directs other employees as assigned.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Performs maintenance, repair, and servicing on a variety of equipment, facilities, grounds as well as other appurtenances including the areas of electrical, plumbing, heating/ventilation/air-conditioning (HVAC), welding, carpentry, painting, pavement, mechanical maintenance and other related areas as required.
2. Analyzes, troubleshoots, and performs diagnosis for a variety of plumbing, electrical and/or mechanical problems for city facilities, equipment, and other appurtenances.
3. Analyzes, troubleshoots and performs maintenance and repairs on a variety of commercial style doors and automated gate systems and controls including but not limited to sectional overhead doors, high speed coiling doors, vertical lift gates, swing gates, sliding gates and barricade gates.
4. Reads and interprets operating manuals, technical repair manuals, schematic diagrams, etc.
5. Utilizes necessary hand and power tools associated with repair and maintenance work such as table saws, grinders, routers, drills, welders, etc. in a manner consistent with safety principles.
6. Operates a variety of common diagnostic test equipment and interprets the results.
7. Performs basic mathematical calculations relating to such things as electrical and carpentry measurements.
8. Utilizes computerized HVAC Management System to gather information needed for maintenance and repairs as assigned.
9. Drives vehicles to work sites, parts locations, etc. as required and operates equipment as assigned. Certain assignment(s) require the driving and operation of specialized equipment that requires a Class "A" Commercial Driver's License.
10. Loads, unloads and maneuvers a variety of materials and equipment such as cement bags, heating and air conditioning equipment, office equipment, etc.
11. Prepares surfaces for painting and applies paint as necessary.
12. Directs the work of other employees as assigned.
13. Completes and maintains logs, records, and required reports.

**IMPORTANT FUNCTIONS:**

1. Performs custodial duties as necessary.
2. Completes necessary maintenance reports as required.
3. Depending on department assignment, operates equipment in emergency situations as necessary such as snow removal equipment, which requires a class "B" Commercial Driver's License (CDL).
4. Performs a variety of site and facility inspections.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge:**

Principles, methods, and equipment involved in carpentry, electrical wiring, plumbing, heating and air conditioning, and/or welding, pavement, grounds, and mechanical maintenance; basic math.

**Abilities**

Utilize hand and power tools consistent with safety principles; operate diagnostic equipment and interpret results; read and interpret manuals, schematic diagrams, etc.; follow oral and written instructions; communicate effectively verbally and in writing; learn and apply local building codes as applicable; deal effectively and courteously with associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

A minimum of two years of experience in the maintenance, construction, and/or repair of facilities, infrastructure, buildings, grounds, and/or equipment with experience in pavement, lighting, mechanical and/or electrical systems (electrical = 240 to 480 volts), HVAC, welding, and/or plumbing systems. Experience must be commensurate with repair and maintenance specialty required for current vacancy.

**Physical Requirements**

Performs bending, squatting, kneeling, crawling, walking, climbing, and reaching both to ground level and overhead; lifts and carries up to 100 pounds; pushes and pulls up to 150 pounds; holds and grips objects, distinguishes colors due to wiring codes, and may be exposed to prolonged standing and working in awkward positions.

**Working Environment**

Both indoor and outdoor working environment with exposure to dust, pollen, a variety of extreme weather conditions, and chemical odors; susceptible to mechanical, electrical, and chemical hazards associated with equipment, wiring, and other areas related to utility repair and maintenance work.

**Licensing/Certification**

A valid Missouri Motor Vehicle Operator's License is required. Most work assignments require a valid class "A" or "B- with airbrakes" Commercial Driver's License (CDL) be obtained within the probationary period for all assignments except Dickerson Park Zoo. Incumbents assigned to Parks must obtain Public Pool & Spa Operator Certification within first year of employment and Playground Safety Certification is desirable. Chlorofluorocarbon certification (CFC) is required for certain vacancies. Some assignments require Certification for Backflow Prevention within first year of employment.

**Miscellaneous Requirements**

Must pass background investigation as required; subject to emergency call-in; must be able to work weekends, holidays, and/or a variety of shifts as required. Must pass pre-employment drug testing and submit to periodic drug testing as required by applicable laws.

<b>Last Revision:</b>	February 22, 2012	<b>GENERAL ORDINANCE NO.</b> 4440
<b>Comments:</b>	Updated Abilities	<b>Date:</b> June 27, 1994

<b>I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.</b>	
<b>Signed:</b> _____	<b>Date:</b> _____