



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Water Crew Helper

STATUS: Non-exempt/Union-IBEW

REPORTS TO: Water Superintendent

RANGE: Contract

With crew leadership from Water Foreman and Water Working Foreman

POSITION SUMMARY: This entry-level position assists higher classification water department employees in construction, operation and maintenance of water system facilities; helps construct other underground utilities and joint trench utilities; performs simple jobs of an unskilled nature at entry level and progresses to more difficult jobs using acquired skills and tools, equipment and materials common to the underground construction business. Entry-level position requires constant supervision. With experience, position can perform work without benefit of direct supervision for short periods of time. A team player who works harmoniously, efficiently and safely with office staff and field crew employees. Performs other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the mission and core values of SUB to other employees and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Safely and efficiently performs work and operates tools and equipment in the performance of water construction, water maintenance and other underground utility construction under the direction of the assigned supervisor or lead crew member.
5. Loads and unloads materials, operates tools and light equipment and assists other crewmembers when necessary in the operation, construction and maintenance of utility systems.
6. Aids in maintaining the overall condition and housekeeping of all vehicles, equipment and tools provided by SUB in the performance of company work. Uses work methods and procedures that will maintain good working condition of all tools and equipment used.
7. Reports worn parts and requests repairs needed in a timely manner. Works with others to ensure that proper repair and service is performed in a timely manner.
8. Works efficiently and effectively with other office and field team members

Page 2 – Water Crew Helper

9. Works well with the public, responding to needs for services and products in a timely manner. Uses courtesy, tact and diplomacy to address customer complaints and issues.
10. Helps maintain written records in an organized manner.
11. Maintains a valid Oregon CDL Class A license and maintains good driving and safety record.

Marginal Functions

None

Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.

Attributes

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

- None

MINIMUM QUALIFICATIONS

Experience

- Recent experience in water line construction and maintenance or other outdoor construction activity preferred
- Recent experience with manual labor and use of basic hand tools required

Knowledge, Skills & Abilities

- Ability to efficiently perform water construction, maintenance and customer service tasks with a minimum of supervision
- Must obtain an Oregon Class A CDL driver's license within the first six months
- Safety procedures for employees, public work areas and traffic control
- Communicate effectively orally and in writing
- Self-starter with good customer service skills

Education/Certifications

- A new employee in this position must pass an OSHA-accredited written exam for Articulating Boom Crane with Winch (ABW) Certification for SUB's equipment within six (6) months of hire, and must complete an OSHA-approved ABW Certification Certification within one (1) year of hire and maintain the certification thereafter.
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- High school diploma or equivalent

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times in inclement climatic conditions, and at night while (1) driving heavy equipment, (2) working in ditches/excavations, and (3) driving and working around moderate to heavy traffic.
- **ABILITY TO DEAL WITH STRESS:** Interacts well with co-workers. Makes decisions quickly and calmly when working in ditches, near equipment, and operating heavy equipment such as heavy large truck (50,000 lbs.) and trailer (20,000 lbs.). Thinks and reacts quickly in emergency situations.
- **VISION:**
 - Far visual acuity:** Sees adequately to drive a vehicle.
 - Near visual acuity:** Reads small print on maps, plans, labels, reports, numerous other written documents and computer screens.
 - Peripheral vision/depth perception:** Maintains full field of vision in all directions to assess proximity to construction hazards, holes, traffic, co-workers, movements of equipment, or objects falling from above.
 - Color vision:** Judges red, green and yellow traffic lights adequately to drive on highways.
 - Night vision:** Maintains the visual abilities listed above when working at night and in poor light and inclement weather conditions.
- **HEARING:** Hears spoken conversation well while working in ditches and communicating with a co-worker, despite heavy background noise from traffic, construction equipment, rain

Page 4 – Water Crew Helper

or wind, and when visual signals cannot be used. Hears accurately the high-pitched back-up horns or equipment. Hears adequately to operate a cell phone and/or two-way radio.

- **COMMUNICATION:** Communicates clearly to be accurately understood when in ditch and speaking to a co-worker, or when up to 100 feet away from a co-worker despite heavy background noise from traffic, construction equipment or wind, and when visual signals cannot be used. Communicates by cell phone and/or two-way radio.
- **STANDING:** The worker stands on the job or in the ditch, usually a minimum of 15 minutes at one time, up to 4 hours. The worker may actually be on his/her feet 4 hours at one time, but maneuvers around the work site at intervals. Total standing time is 0 percent to 100 percent of the average shift.
- **SITTING:** Worker sits on a variety of vehicle and equipment seat types up to an entire eight-hour shift.
- **WORKER MOBILITY:** Can change positions frequently, in and out of heavy equipment, holes/trenches, using ladders as needed. Uses hand tools (shovels, etc.), machinery and heavy equipment which requires bending and/or twisting and/or lifting. Often times on knees and bent over working on water materials. Must be able to operate manual transmission.
- **WALKING:** Rarely walks one to two miles at a time on uneven ground. More common maximum distance walked is 1/8 to 1/4 miles. Total walking per shift is 0-30 percent. Walking occurs in slippery conditions, in mud, on rock, on equipment, and on uneven ground.
- **LIFTING/CARRYING:** 0-10 lbs.--continuous; 11-20 lbs.--frequently; 21-50 lbs.--frequently; 51-75 lbs.--occasionally; 75-100 lbs.--occasionally. Work involves occasional use of shovel loaded with dirt, rock, concrete or asphalt. Must lift the shovel from ditch or hole. Lifts jack hammer and associated equipment (60 lbs.) from trailer and operate, includes lifting off pavement to trailer. Lifts concrete meter boxes (40 lbs.) and other water materials (up to 100 lbs.) occasionally. Uses compaction equipment (120 lbs.) that needs to be lifted out of holes and is controlled by manual directions.
- **PUSHING/PULLING:** Pushing/pulling using a rake, shoveling dirt and rock and pulling out materials and equipment from trucks. Pushing /pulling is often done while bent over in a ditch for up to two hours at a time, four times a day. Starts gasoline powered equipment with hand start.
- **REACHING/HANDLING:** While in a hole/ditch, occasionally works at full extent of reach and leans back while using tools, often standing on one leg and in awkward positions. May be required to maneuver a power saw in a bent-over position. Grips and firmly holds hand tools and equipment for several minutes at a time, often at arms length. Threads nuts and washers on pipe fittings. Uses tools wearing gloves. Gives hand signals when directing other people. Writes information and draws diagrams. Uses jack hammers, chain saws, electrical drills, and hydraulic tamps.

Page 5 – Water Crew Helper

- **TWISTING:** Rotates head fully to both sides to observe equipment and co-workers while maintaining body in awkward position. Some twisting is required when lifting items or handing items to fellow workers. Often works in awkward positions when in hole/ditch.
- **CLIMBING:** Climbs in and out of ditches/holes with tools and equipment. Climbs into manholes and into underground vaults. Climbs hills and walks over uneven ground while carrying equipment. Climbs in and out of truck cab, dump bed, and other heavy equipment.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Performs a variety of strenuous tasks outside with temperatures varying from below zero to over 100 degrees, sometimes in rainy, windy, snowy or icy conditions. Works around high-voltage wires and other underground utilities. Exposed to noise from traffic construction, heavy equipment near construction sites, jack hammers, power saws, and tamps up to six hours per day. Hearing protection is provided. Works in confined spaces, such as underground vaults requiring entry through a manhole. Works in ditches of various depths and widths. Works inside shoring when required. Exposed to chemicals (primarily through skin contact or inhaling) used to glue pipe and disinfect pipe often in the ditch. Exposed to numerous types of pollen. Bee/wasp stings, animal bites or poison oak may also occur. Exposed to some petroleum products used for maintenance of trucks and trailer.
- **PRODUCTS AND MATERIALS:** Works with lumber, bolts, plastic and metal pipe/fittings.
- **MACHINES/TOOLS/EQUIPMENT:** Power tools, hand tools, jack hammers, chain saws, hydraulic tamps, Articulating Boom Crane with Winch, heavy trucks, and trailers.

Revised: December 7, 2018