



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Water Crew/Storekeeper Helper

STATUS: Non-exempt / Union - IBEW

REPORTS TO: Fleet & Warehouse Supervisor

RANGE: Contract

POSITION SUMMARY: The Water Crew/Storekeeper Helper is an entry-level position at the Water Service Center. This position will be assigned to perform the basic day-to-day duties on the construction crew and in the warehouse. This position assists higher classification Water Division employees in the construction, operation and maintenance of water system facilities and basic warehouse duties including material issues, over-issues, receiving, storing, delivering of materials and assist with physical inventory. The position performs basic functions for relatively short periods of time without benefit of direct supervision. This employee in this position must be 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 assigned duties.
5. Receives, issues, over issues, loads and unloads materials, including pick-up and delivery at construction site, warehouse or vendor location for all WSC departments.
6. Initiates and assists in keeping vehicles, equipment and tools clean, organized, properly stocked and ready for daily use.
7. Keeps aware of surroundings to avoid safety hazards by taking appropriate actions. For example, making sure equipment and tools are safely stored and bins closed on vehicles.
8. Reports worn parts and requests needed repairs in a timely manner. Works with others to ensure repairs and needed services are performed in a timely manner.
9. Works safely, efficiently and effectively with other office and field employees.

Page 2 – Water Crew/Storekeeper Helper

10. Provides excellent customer service to SUB customers, co-workers and vendors responding to their need for services and materials in a timely manner. Uses courtesy, tact and diplomacy to address complaints and issues and reports them to the Lead Storekeeper.
11. Assists in maintaining written records in an organized manner.
12. Performs physical inventory as assigned and compares computer inventory against physical inventory.
13. Keeps warehouse, storage yards and work zone free of safety hazards, cleaned and organized to meet the needs of the division.
14. Follows proper procedures to ensure the division's MSDS records are current.
15. Attends and participates in required training for the construction of water facilities, warehousing and equipment operation. For example, operating forklifts and crane trucks and other training as required.
16. Maintains a valid Oregon driver's license and maintains good driving and safety record.
17. Maintains required endorsements and certifications.

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

- Water line construction and maintenance or other outdoor construction activity and warehouse experience desired
- Manual labor and proficient use of basic equipment and hand tools required

Knowledge, Skills & Abilities

- Ability to efficiently perform water construction, maintenance and customer service duties with a minimum of supervision
- Knowledgeable about safety procedures for employees, public work areas and traffic control
- Must obtain an Oregon Class A CDL driver's license within the first six months
- Communicate effectively orally and in writing
- Good interpersonal skills to work with public, vendors, supervisors and co-workers
- Self-starter able to use time efficiently and meets the needs of the customers
- Good judgment to prioritize workload and meet deadlines
- Water materials and fittings nomenclature to properly describe the same
- Basic computer skills in Microsoft Word, Excel and Access software preferred
- Demonstrates the ability to pass required exams for required endorsements or certifications, for example, forklift use or hazardous materials

Education/Certifications

- High school diploma or equivalent
- 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.

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 or fork lift, (2) working in ditches/excavations, (3) driving and working around moderate to heavy traffic and (4) working in an office environment.

Page 4 – Water Crew/Storekeeper Helper

- **ABILITY TO DEAL WITH STRESS:** Makes decisions quickly and calmly when working inside office or outside, 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 if accidents occur. Interacts well with co-workers.
- **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 Judges depth very accurately to: direct truck driver in operations, place material on fork lift, assess equipment in traffic or other confined spaces and backs vehicle to fixed objects.
 - 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 or wind, and when visual signals cannot be used. Hears accurately the high-pitched back-up horns or equipment. Hears adequately to operate a two-way radio.
- **SPEECH:** Speaks loudly and clearly enough 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. Speaks clearly communicating by 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 four 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 or on office furniture up to an entire eight-hour shift.
- **WORKER MOBILITY:** Can change positions frequently, up and down stairs, in and out of heavy equipment or trucks, holes/trenches, using ladders and not using ladders. 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.

Page 5 – Water Crew/Storekeeper Helper

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 and lifting of variety of material. Must lift the shovel from ditch or hole. Lift jack hammer and associated equipment (60 lbs.) from trailer and operate, includes lifting off pavement to trailer. Lift concrete meter boxes (40 lbs.) and other water materials (up to 100 lbs.) occasionally. Uses compaction equipment (160 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, worker occasionally works at full extent of his/her 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.
- **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 or material. Climbs in and out of truck cab, dump bed, and other heavy equipment. Uses ladder in warehouse to reach shelves of materials.
- **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, depending on location, season or climatic conditions. Bee/wasp stings, animal bites or poison oak may

Page 6 – Water Crew/Storekeeper Helper

also occur. Exposed to some petroleum products used for maintenance of equipment. Exposed to dust and dirt while cleaning warehouse or processing material.

- **PRODUCTS AND MATERIALS:** Lumber, bolts, plastic, glues, cleaners, sanitizers and metal pipe/fittings.
- **MACHINES/TOOLS/EQUIPMENT:** Power tools, hand tools, jack hammers, chain saws, hydraulic tamps, heavy trucks, and trailers, Articulating Boom Crane with Winch (ABW).

Revised: December 7,2018