



CLASS SPECIFICATION FOR:

Utility Specialist

General Statement of Duties:

Performs a wide variety of tasks for an assigned work crew in an assigned division in the Department of Public Utilities, including in extreme weather and traffic conditions; does related work as required.

Distinguishing Features of Class:

As a member of an assigned work crew in an assigned division, primary duties and responsibilities include performing a wide variety of assigned tasks to assist/support work crews in a variety of tasks pertaining to one or more of the following operational areas: curbside refuse collections, water and sewer line maintenance and repair, hauled waste, public use areas, transfer stations, closed landfills and recycling centers. Assigned tasks, duties and responsibilities include safely performing a variety of manual tasks; safely operating a variety of hand and power tools; assisting with community and bulky waste cleanups; assisting with inclement weather and emergency cleanups; assisting with recordkeeping; stocking worksites and work vehicles with necessary supplies; and assisting with flagging duties. Assigned duties are performed under general supervision of a crew leader or designated supervisor.

Examples of Assigned Duties (*illustrative only of the types and scope of duties and responsibilities assigned to positions in this class*):

- Safely operates and maintains a wide variety of hand, power, pneumatic, hydraulic, gas and electric tools in safe operating condition and may operate pressure washers, tractors, pull trailers, mower and other lawn/site maintenance equipment;
- Shares accurate information with others, which may include training others as needed;
- Performs a variety of traffic control duties as needed which may include setting up traffic detours, signs, cones and flagging traffic within right-of-way;
- Maintains worksites, vehicles and equipment in safe, orderly and clean condition;
- Assists with and participates in the department's response to all types of emergencies, including inclement weather, and performs related manual assignments and snow removal duties as needed;
- Observes all safety protocols and utilizes all required personal protection equipment (PPE) and other required safety equipment/measures at all times;
- Develops and maintains a sound up-to-date working knowledge and understanding of the Division's operations and division-specific equipment utilized in the assigned division's day-to-day operations;
- Actively participates in all scheduled meetings and trainings;
- Works a flexible schedule, overtime or on-call rotation as needed or assigned;
- Performs other duties as assigned.

If assigned to Curbside Refuse Collection

- Safely operates side arm controls, rear loader manual load lift controls, and rear loader hydraulic packing and hopper controls;
- Cleans-up areas around public refuse collection areas serviced by the rear-loader refuse trucks.

If assigned to Operations – Water and Sewer Lines

- Performs a wide variety of manual work (digging, shoveling, grading, backfilling, heavy lifting, raking, loading, reaching, carrying, etc.) to assist with the maintenance and repair of water mains, service lines, sewer mains, sewer service laterals and manholes;
- Performs manual fine grading of topsoil, stone and asphalt;
- Manually cleans gutters, culverts and other drainage structures;
- Manually rakes and loads grass and brush, mows lawns and cleans grounds.

If assigned to Water Reclamation Facility (WRF) – Hauled Waste

- Assists with loading and unloading biosolids to/from haulers and managing the short-term and long-term storage biosolids accepted at the WRF;
- Cleans and maintains the grounds and areas around the liquid hauled waste and biosolid receiving and storage areas which includes keeping the pad drains clear and uncovered and cleaning the ponds and lagoons;
- Safely operates grass cutting and trimming equipment and small gasoline powered tools (i.e. backpack blower, etc.).

If assigned to Public Use Areas, Transfer Stations, Closed Landfills and Recycling Centers

- Safely operates grass cutting equipment, small gasoline powered tools (i.e. backpack blower, etc.) and drives pickup truck with/without utility trailer in order to clean gutters, culverts and other drainage structures;
- Rakes and loads grass and brush, mows lawns and cleans grounds.
- Cleans and maintains the grounds and areas around the public use areas, transfer station, closed landfills, and recycling centers.



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Required Knowledge, Skills and Abilities:

Sound working knowledge of the Division's operations and equipment; sound working knowledge of the materials and methods routinely used to perform assigned job duties; ability to safely and efficiently operate, maneuver and manipulate a wide variety of hand, power, pneumatic, hydraulic gas and electric tools and equipment specific to assigned tasks with constant attention to safety of operation in order to prevent accidents; basic working knowledge of the hazards in laboring work and of necessary safety precautions; ability to work safely in all types of weather and traffic conditions utilizing all required personal protective equipment (PPE) at all times; basic working knowledge of general maintenance and simple repair of tools and equipment with the demonstrated ability to safely and appropriately repair and maintain job related tools and equipment; ability to perform routine manual tasks safely and efficiently; physical condition that will permit safely performing a wide variety of physical job-related activities such as digging, shoveling, grading, lifting (including heavy lifting), loading, pushing, reaching, carrying, stooping, climbing, etc. while working under adverse temperatures, weather and traffic conditions; sound working knowledge of traffic rules, traffic management rules, safety rules and regulations and accident-prevention practices; ability to accurately understand and follow simple oral and written directions; ability to accurately and efficiently work from plans and specifications and to follow rough sketches and oral instructions; basic math skills including accurate measuring skills; ability to assist with accurate inventories and recordkeeping; sound basic problem solving skills with the demonstrated ability to appropriately resolve issues and to seek guidance and approvals appropriately; ability to work independently and as part of a team to complete assigned tasks safely and on time; ability to collaborate effectively with all levels of department staff; personal accountability including teamwork and establishing and maintaining positive working relationships with all levels of department staff. May require basic computer skills with the ability to use computer to complete assigned tasks. Requires the ability to work a flexible schedule, overtime or on-call rotation as needed or assigned.

Minimum Education and Experience:

Education: Completion of grade school;

Experience: Previous relevant work experience preferred;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Completes and maintains Environmental SOP training requirements.
- Obtains and maintains a valid VDOT flagging certification.
- May be required to work a rotating on-call schedule.