



## TOWN OF FRIDAY HARBOR

## POSITION DESCRIPTION

<b>DEPARTMENT TITLE:</b>	Utility Worker I or II	January 2026
<b>DEPARTMENT:</b>	Water Distribution	
<b>CLASSIFICATION:</b>	T-2 or T-4 DOQ	
<b>REPRESENTATION:</b>	Union Member	<b>FLSA:</b> Non-exempt

### NATURE OF WORK

The Utility Worker assigned to Water Distribution is responsible for performing maintenance, repair, and construction duties throughout the Town's water system. This person performs regular, recurring, and non-routine tasks including water meter reading, maintenance of meters and meter boxes, installation and repair of waterlines and fire hydrants, and other duties as assigned. Some tasks require a moderate level of proficiency in operating complex equipment. This position is the first in a series that requires certification for promotion.

Work is performed primarily as part of a crew.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- As directed and under supervision, operate a variety of hand, power, gas, light, and heavy or mounted equipment to accomplish assigned tasks. This includes loading and transporting equipment to the work site using truck and trailer.
- Perform assigned work to install, maintain, and repair water system including water lines, meters, and hydrants. Maintain facility and vegetation.
- Flush waterlines and operate water valves.
- Assist with locating and marking utility locate requests.
- Inspect water system installations at construction sites.
- Perform maintenance and repairs on reservoirs, pumps, and booster pumps including monitoring reservoir levels and adjusting as necessary under supervision.
- Perform monthly reading of water meters and repair meters as necessary.
- Perform field water quality sampling such as color, turbidity, PH, and chlorine residual.
- Perform routine equipment maintenance and minor field repair.
- Perform work in accordance with all federal, state, and local laws, rules, and regulations and within mandated and appropriate safety standards.
- Maintain and promote excellent relations and communications with co-workers and supervisor.

### OTHER JOB FUNCTIONS

- Interact with the public in a courteous manner and refer inquiries to an employee of higher classification as appropriate.
- Perform duties of similar complexity in any Town department as required or assigned including assistance with traffic control. This position may regularly be assigned to work throughout the Town's water system including the watershed and treatment plant.
- Follow oral and written instructions and read equipment instruction and maintenance manuals, drawings, schematics, and construction plans.
- Document maintenance or inventory records, logs, and work orders.

## **TOOLS AND EQUIPMENT USED**

Preferred skills include the ability to operate heavy equipment such as a backhoe or excavator, front end loader, dump truck, tanker truck, and vactor equipment and a variety of hand and power tools such as drills, wrenches, shovel, grinder, chainsaw, reciprocating saw, table saw, jigsaw, tapping machine, pipe threader, jackhammer, cutting or acetylene torch, trash pump, compactors, and air compressor. Dump truck operation requires maintenance of a valid commercial driver's license (CDL). A willingness to learn all of the above will be considered.

## **WORK ENVIRONMENT**

Work is primarily performed outdoors in every kind of weather condition including in wet, muddy, and confined spaces. Duties include heavy manual labor for extended periods and require physical stamina and agility sufficient to stand, walk, climb, crawl, and bend in confined spaces for the duration of a shift. Depending on task performed, the noise intensity can range from moderate to very loud. Some tasks require working with very hot materials or hazardous substances. This position requires on the job training for confined space procedures, use and containment of hazardous chemicals, and use of safety equipment including SCBA's (self-contained breathing apparatus), oxygen detection meter, blower, respirator, or similar.

## **PHYSICAL DEMANDS**

This position requires the ability to perform heavy lifting, moving, and carrying defined as regularly exerting force sufficient to lift up to 80 pounds, maneuver up to 150 pounds, and carry up to 50 pounds up and down a ladder. This person must be able to climb ladders, monitor radio messages while doing other work, and spend a significant part of their shift driving and getting in and out of a truck.

## **SUPERVISION RECEIVED AND EXERCISED**

Utility Worker I and II receive primary supervision and direction from the Water Distribution Supervisor. They may perform routine assignments independently following standard practice. No supervisory responsibilities will be assigned.

## **WORKING LOCATION AND HOURS**

Location: Town Shop, 501 Marguerite Street, Friday Harbor, WA

Hours: 7:00 AM to 3:30 PM, Monday – Friday, although alternative work hours may be required. Overtime and weekend work may be required including response to after-hour emergencies.

## **QUALIFICATIONS/EXPERIENCE/TRAINING**

### **Minimum Qualifications Utility Worker I**

- Must have a high school diploma or equivalent.
- Must possess sufficient skill in using tools and equipment for the various tasks and functions described above or be able and willing to learn.
- Must be able to perform basic arithmetic.
- Must possess a valid Washington State Driver's License.
- Must be able to obtain a commercial driver's license (CDL).
- Must be able to obtain a first-aid/CPR card.
- Must be able to obtain a flagger certification.
- Must obtain certifications pertinent to the water distribution system when requested by the Town; failure to obtain requested certifications may result in termination of employment.

### **Minimum Qualifications Utility Worker II**

In addition to the minimum qualifications for Utility Worker I, this position requires at least one of the following certifications:

- WDM1
- WTP01

### **SELECTION PROCESS**

This process includes a formal application, rating of education and experience, oral interview, and reference check. Job related tests might be required.

### **NOTICES**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

*The first 12 months of employment are considered an extension of the selection process.*

*A no smoking/vaping policy is in effect in all Town facilities and Town vehicles.*

*The Town of Friday Harbor is an equal opportunity employer and assures equal employment regardless of age, sex, marital status, sexual orientation, race, creed, color, national origin, citizenship or immigration status, veteran or military status, disability, and the use of service animals.*

*Employees of the Town of Friday Harbor are public employees. There are no reasonable expectations of privacy between a government employee and a community member, including but not limited to conversations, emails, and recordings. Members of the public have the right to film public employees in public areas.*