



***FACILITIES FOREMAN/UTILITY FIELDWORKER***  
***JOB DESCRIPTION***  
***(Salary: \$4,245 - \$5,160 Monthly)***

**DEFINITION:**

Under general supervision of the Facilities Supervisor and Public Works Director, this is a hybrid position responsible for maintenance and repair of the City's parks and facilities and also crosses over to Utility Fieldworker duties in both water and wastewater as needed.

**EXAMPLE OF DUTIES – FACILITIES FOREMAN:**

- Performs manual labor and operates equipment associated with the construction, repair, maintenance, and replacement of tasks associated with City parks and facilities, including City-owned parks, buildings, restrooms, pergolas, lighting, flagpoles, transit bus shelters, and other pertinent repairs
- Trims and maintains trees in the public right-of-way, trims lawns, shrubs, maintains parks, and other landscaped areas, performs maintenance work as assigned
- Applies pesticides and herbicides as directed
- Perform a variety of journey level maintenance, construction, and repair work
- Operate construction and maintenance equipment and power tools such as the dump truck, front-end loader, backhoe, grader, cherry-picker, compressor, jack hammer, paint sprayer, sand blaster, and concrete saw; maintain hand tools and assigned equipment
- Estimate time, materials, and equipment required for jobs assigned; consult with vendors on new materials and procure materials as required
- Assist the trades with electrical, plumbing, painting, and carpentry work
- Pick up litter and empties trash/recycle containers at various facilities and locations throughout the City
- Answer questions and assist the public as needed
- Assist with set up and teardown associated with special events
- Sets up appropriate traffic control pursuant to the WATCHBook
- Performs other duties as assigned

**EXAMPLE OF DUTIES – UTILITY FIELDWORKER:**

- Repair and maintenance of streets/roads and storm drain facilities, including installation of temporary asphalt patches on potholes, sidewalk/concrete displacement, storm drain, traffic signs, landscaping, and other pertinent repairs
- Operates and maintains a variety of light and heavy equipment including backhoe, loader, dump truck, boom truck, jack hammer, and sewer rodding machines; drives other City vehicles and operates other power equipment as necessary
- Trims and maintains trees in public right-of-way, trims lawns, shrubs, maintains parks and other landscaped areas, performs other maintenance work as assigned

- Performs pick and shovel work in digging, widening and back filling trenches and assisting in the maintenance and repair of water and sewer lines
- Applies pesticides and herbicides as directed
- Learns to maintain, repair, and install water mains, water service, water pumping equipment, purification equipment, fire hydrants, water meters, and related equipment
- Learns to maintain and operate water reservoirs, valves, and related piping, including Sewer Plant and Water Filtration Plant
- Learns to maintain daily activity log, monitor storage tank levels, sound wells, and records depths for report purposes
- Learns to perform basic analysis in water and wastewater treatment
- Learns to install, repair and maintain wastewater facilities consisting of sewage and wastewater treatment plant
- Learns to operate and maintain pumps
- Learns to operate and maintain aerators, clarified digesters, grinders, filters, chemical dispensers and related equipment
- Learns to maintain treatment ponds
- Learns to check meters, gauges and flow meter readings for plant operators, assists in reviewing results of laboratory tests to determine effectiveness of plant operations
- Learns to adjust plant controls and process to ensure effective treatment
- Responds to customer requests for service, complaints and problems
- Answers emergency calls, takes appropriate action such as placing barricades, calls out additional assistance/responsible agencies, removes fallen trees and limbs, clears clogged drainage channels, repairs/replaces street signs, performs emergency patching of streets, performs emergency repairs on water and sewer systems
- Assist with emergency work, including sewer overflow response
- Read and record water meters throughout City

**EDUCATION AND EXPERIENCE:**

- High school diploma or GED required
- At least two years of parks & facilities maintenance and construction experience required
- Possession of a valid California Driver's License and a satisfactory driving record

**OTHER REQUIREMENTS:**

Must possess/obtain and maintain a valid Treatment 1 and/or Distribution 1 Water Treatment Plant Operator/Distribution Certificate issued by the State of California within 12 months of hire, and both within 18 months of hire, and/or

Must possess/obtain and maintain a valid Grade 1 Wastewater Treatment Plant Operator Certificate issued by the State of California within 12 months of hire.

The City's goal is that the selected applicant will obtain dual certification in both water and wastewater to fully support the "utility" role.

- Must successfully complete the designated number of contact hours (e.g. continuing education/training requirements) required by the State of California. Certification is required as a condition of employment with the City of Buellton
- Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility or to respond to emergency situations in off-hours as necessary

**KNOWLEDGE AND SKILLS:**

This position performs a variety of semi-skilled and skilled maintenance work, and operates a variety of hand and power tools in the construction, repair, maintenance, and replacement of the City's parks and facilities. Familiarity with the City's parks and facilities is essential. Ability to operate tractor, front-end loader, chainsaw, and other tools and machinery. Ability to complete mathematical calculations and measurements and maintain accurate records. The candidate must have good communication skills for interacting with other staff and the general public in a manner which reflects well upon the City and its government. Ability to work independently and practice safe work procedures. The candidate must also have the ability to understand and carry out complex verbal and written instructions. Ability to speak Spanish is preferred but not required.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Work is generally performed outdoors, with some work performed in an office setting. Outdoor work includes inspections of various City facilities, parks, medians, and landscape areas. Good hand-eye coordination is necessary to operate computers and other office equipment.

Employee is required to stand, walk, use hands, operate tools and controls, and reach with hands and arms. Employee is required to sit, climb, balance, stoop, kneel, crouch, crawl, walk several miles per day, and hear. Employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Employee may encounter spiders, snakes, poison ivy, and other allergic conditions.

Employee may be exposed to wet, hot or cold conditions, fumes, airborne particles, toxic or caustic chemicals, vibration, traffic, heights, confined spaces, slippery or uneven surfaces, and work around construction and maintenance equipment. Employee will be required to maintain Hepatitis B immunization. Must be willing and able to work on-call and weekend shifts.

**PROBATIONARY PERIOD:**

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining regular status (to include obtaining at least one utility certification (Water Treatment T1, Water Distribution D1, or Wastewater Operator Grade 1). The duties listed above are not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor. This position is considered non-exempt.

**This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures.**