

Location: City of Keizer, Oregon
Department: Public Works, Water Division
Recruitment Opened: Friday, December 20, 2024
Application Deadline: Tuesday, January 14, 2025
Salary: \$64,416 - \$84,094 Annually



Are you looking for a rewarding career that makes a direct impact in your community? Join our team as a **Municipal Utility Worker** in the **Water Division**! We take pride in the City's water quality and this position plays a critical role. We are seeking a dedicated and motivated individual who is ready to contribute to maintaining and improving our vital water systems.

About the Role

As a Municipal Utility Worker in the Water Division, you will play a key role in ensuring our community has safe and reliable access to water. This position involves hands-on work, maintenance, and problem-solving to support the operation of our water distribution and infrastructure systems.



Key Responsibilities

- Perform installation, maintenance, and repair of water mains, meters, valves, and hydrants.
- Operate and maintain tools, vehicles, and equipment required for water system operations.
- Respond to water service calls and emergencies, including water main breaks and leaks.
- Work directly with customers for service connections and shut offs.
- Conduct routine inspections and preventive maintenance of water infrastructure.
- Ensure compliance with safety standards, environmental regulations, and municipal codes.
- Assist in locating underground utilities and documenting fieldwork accurately.

Why You'll Love This Job

- **Meaningful:** This is more than just a job—it's an opportunity to make a tangible difference in your community.
- **Diverse Work:** Split your time between fieldwork (water service installation, main line leak, fire hydrant installation, meter maintenance and reading) and customer service (new water service, shut offs, locating, check read).
- **Professional & Dedicated Team:** The Keizer Public Works Department is a professional, dedicated team that proudly serves the community by effectively and efficiently building, operating, and maintaining quality, safe, and secure public facilities. Although the Public Works Department is small in number of employees, they are an energetic and skilled work unit that encourages teamwork.

Why Work for the City of Keizer?

Located in Oregon's stunning Willamette Valley, Keizer is a vibrant community with easy access to mountains, coastlines, and forests, offering the perfect blend of small-town charm and big-city resources. Join us, and you'll enjoy:



- **Moderate year-round climate** ideal for outdoor adventures
- **A close-knit community** that values innovation and service
- **Engaging events** like KeizerFEST, holiday parades, and more!

At the City, our employees have a Leadership Philosophy where we strive to make Keizer a place where people want to work and live.

We also have a set of core values as employees of the City. We REACH for Excellence!

- Responsible
- Excellent
- Accessible
- Compassionate
- Helpful

Pay & Benefits

- **Monthly Salary:** \$4,366.27 - \$5,699.20
- **Benefits:** Medical, dental, and vision plans, life and disability insurance, FSA, paid time off (sick, vacation, personal leave, and holidays), PERS retirement, retirement health savings, deferred compensation matching, fitness incentive program, and even access to an on-site massage chair!
- **Language Incentive:** 5% pay incentive for Spanish-speaking candidates.

What You Bring

In addition to the minimum qualifications, we are looking for candidates who have:

- ✓ Ability to contribute to a team and play a collaborative role
- ✓ Adherence to safe work practices
- ✓ Knowledge of methods, materials, and procedures use in inspection, repair, and maintenance of water systems, storm drains, streets, and parks
- ✓ Ability to sufficiently perform the physical requirements of the position
- ✓ Experience establishing and maintaining effective working relationships with other employees and the public
- ✓ Ability to learn new technology and effectively apply the technology

Minimum Qualifications

- High school diploma or equivalency; **and**
- One year of full-time experience in road, water, sewer, stormwater, or general construction (e.g. concrete work, roofing, framing, masonry, carpentry, finish work, heavy equipment operation); **or**
- Any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

It is widely stated—and supported by studies—that candidates, especially women, are less likely to apply for a job unless they believe they meet 100% of the hiring criteria. The City's talent acquisition goals include hiring the candidate who is best able to meet the performance objectives of the role. We encourage persons with non-traditional skill sets and experiences to apply, even if you believe you do not meet 100% of the qualifications and hiring criteria described.

Join Us in Keizer!

The City of Keizer celebrates diversity and welcomes candidates with non-traditional backgrounds. If you're driven, innovative, and ready to bring new ideas to our environmental programs, we want to hear from you—apply now!

How to Apply

- To apply, complete a [City of Keizer employment application](#) and submit it to the Human Resources Department by the closing date. See application instructions attached to the City of Keizer Application form for detailed directions on how to apply.
- Applications must be received prior to the closing date in order to be considered. Postmarks will **not** be accepted as proof of meeting deadline.
- Bilingual (English/Spanish) candidates and Veterans are encouraged to apply.
- Veterans requesting Veteran's Preference must complete a [Veteran's Preference Form](#) **and** provide required paperwork.

For questions or accommodation requests, reach out to HR at HR@KeizerOR.gov or 503-856-3430.

Let's make a sustainable future together in Keizer, Oregon!





MUNICIPAL UTILITY WORKER I – GENERAL

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	MUW I – General	Effective Date:	December 1, 2024
Working Title:	MUW I – Water	Type:	Represented by LIUNA Local 737
Department:	Public Works	Supervisor:	Water Division Manager
FLSA Status:	Non-Exempt	Supervises:	None

CLASSIFICATION SUMMARY

Under the supervision of the Water Division Manager, perform tasks involved in the operation, maintenance, improvement, and quality of the City's water distribution system; Cleaning, clearing, maintaining, and improving storm drain system; improving all public right-of-way and roadway surfaces within the City. This classification may be responsible for the activities of small crew operations in completing routine Public Works maintenance projects and more complex projects of a limited duration. Incumbents may work independently or within a team. Independent decision-making is required. Performs on-call duty on a rotational basis. May assist, back-up, or assume duties of MUW II - Water Plant Specialist and MUW II - Customer Service Specialist as needed.

SUPERVISION

Not a supervisory position.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Physical effort is required to perform heavy manual labor. Regular lifting of objects and equipment ranging in weight from 25 to 100 pounds is required. In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools or controls; bend; and reach with hands and arms. The employee is regularly required to climb or balance, stoop, kneel, climb stairs, crouch, or crawl. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to the previously referenced heavy manual labor as well as to use a computer and various software programs, calculator, phone, copy and fax machines, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

Working Conditions

In the performance of the job duties, the employee will perform the majority of this job outside in varying and extreme weather conditions for extended periods of time. Employees risk physical hazard from mechanical and electrical equipment, exposure to human debris, drug paraphernalia, hazardous gases, fumes, paint, chemicals, and pesticides. Outdoors noise level is frequently high. Indoors, job duties will be performed in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms, and public spaces.

The noise level in the work area is typical of most office environments, with telephones, frequent interruptions and background noises. Occasional contact with customers in conflict situations. Subject to 24-hour call back for emergency conditions.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Based on the Public Works Department's cross-functional team approach to projects, all employees may perform duties in sections other than those regularly assigned as needed and directed. In addition, employees may be assigned as Competent Person on any given job. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to working hours, and operating a motor vehicle safely and legally while on City business.

75% Water Distribution & Quality Assurance

Under the supervision of the Water Division Manager, installs, maintains, and replaces water meters, mains and valves, fire hydrants, service lines, and other appurtenances. May also plan and schedule such activities.

Reads and records water meters and connects and disconnects services.

Compiles detailed work orders for completed work and prepares and maintains logs and records of daily work activity.

Routinely checks and maintains all vehicles and equipment.

May inspect new subdivisions, water and storm replacements and developments.

Creates as built sketches for repairs and changes to distribution system.

Performs routine maintenance on City pumping facilities.

Conducts valve tests.

May locate and mark water lines in systems for construction activity as directed.

Assists with conducting routine and ongoing flushing of water mains to clean lines.

Reviews meter reports.

Monitors the telemetry system.

Assists with monitoring predetermined quantities of fluoride to city pump stations, takes samples, and records readings/test results.

Assists with the delivery and loading and unloading of sequestrant agent, fluoride, and other water treatment chemicals.

10% Storm Drain Maintenance

Cleans and repairs catch basins and storm pipes; inspects and repairs manhole vaults and covers.

Performs minor repair and replacement of storm drain infrastructure.

May coordinate with outside contractors to clean and TV specific sections of the City storm drain system.

May be required to assist in decommissioning of Underground Injection Controls (UIC's) and sampling.

Recognizes and reports illicit discharges that affect storm water quality.

Assists with the cleanup of hazardous materials.

Maintains a variety of records related to stormwater inspections and maintenance activities.

Keeps detailed records of the accuracy and maintenance of time, materials, and equipment.

Collects stormwater quality samples and delivers to lab in accordance with established procedures.

Conducts field investigations to determine the nature and origin of stormwater pollutants.

Responds to and resolves citizen complaints encompassing storm drain related customer requests in a courteous manner.

Investigates complaints and problems related to storm drainage and recommends corrective action as necessary to resolve complaints in an efficient and timely manner.

Conducts field inventory and inspection of the stormwater drainage system.

Reads and interprets plans, maps, and designs.

Takes field notes and inputs data into computer.

5% Street Maintenance

Performs minor maintenance and repairs to asphalt and concrete surfaces.

Installs and replaces city street signs and posts.

Cleans, maintains, and trims vegetation from street signs that present safety hazards.

Coordinates with outside contractors to repair asphalt and concrete surfaces.

Responds to City Ordinance street related issues.

Installs and maintains temporary traffic barricades used during special events.

Responds to daily calls dealing with street, sign, signal, and public right of way issues.

Assists in traffic control and safety maintenance; including street slurries and overlays, traffic control markings, legends, stop bars, crosswalks, traffic islands, raise traffic bars, guard rails, and reflectors.

Assists with the cleanup of hazardous materials and spills.

Participates in curb, gutter, sidewalk inspection, and maintenance duties.

Inspects streets and right of ways at frequent intervals to ensure that all aspects of the system are functioning properly.

Maintains a variety of records related to inspections and maintenance activities.

Removes and replaces, if necessary, all graffiti damaged City property.

5% Customer Service

Routine contact with the public during the course of job and may meet with citizens concerning an issue.

Communicates with citizens to ascertain their needs and expectations and takes appropriate action.

Follows-up to assure their satisfaction and communicates the issue to the Water Division Manager.

5% Additional Related Duties

Emergency on-call as directed by supervisor.

Recognizes and reports cross connection concerns to MUW III – Water Quality Specialist.

Advises inventory coordinator of parts and materials used on daily work orders.

May serve as city liaison on various boards, committees, and task force.

Cleans and organizes shop.

Assist other first responders (police and fire) in emergency and nonemergency events.

MINIMUM QUALIFICATIONS

Education & Experience

High school diploma or equivalency plus one year of experience in road, water, sewer, stormwater, or general construction (e.g. concrete work, roofing, framing, masonry, carpentry, finish work, heavy equipment operation); or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

Licenses, Certifications & Other Requirements

- Required at time of hire: Valid Oregon driver license.
- Residence must be within a 35-minute drive time to City shops as substantiated by any one of the most commonly used online mileage/travel programs based on home address and favorable driving conditions.
- Pass background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Methods, materials, and procedures used in inspection, repair, and maintenance of water systems, storm drains, streets, and parks.
- Safe operation of tools and equipment required for the position.
- Work-related safety practices and environmental rules and regulations particularly in regards to work in confined and/or hazardous conditions.

Skill & Ability

- Operate tools, equipment, and vehicles required to perform the duties of the job.
- Operate a computer, including word processing, and email programs.
- Make material estimates, interpret plans and specifications, keep records, and make reports.
- Work in a safe manner for extended periods of time in adverse weather conditions.
- Understand and follow Best Management Practices for repairing and maintaining water distribution systems as set forth by the Oregon Health Authority (OHA) Drinking Water Program.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with other employees and the public.
- Sufficiently perform the physical requirements of the classification.
- Learn new technology and effectively apply the technology to the job situation.
- Develop presentations, coordinate special events, and speak before citizen and student groups.

Licenses, Certifications & Other Requirements

- Required within 90 days of hire: Oregon commercial driver license (CDL) - Class A Endorsement, NIMS IS 100, 200, and 700 Certification.
- Preferred at hire, must be able to obtain as soon as practicable: OHA Water Distribution I Certification, Excavation Safety Training and Confined Space Training, First Aid & CPR Certification, ODOT Flagger Certification.