CITY OF RICHLAND

CLASSIFICATION TITLE: UTILITY CRAFTSWORKER (WW)	JOB # JP-0198	AFFILIATION: Affiliated (IUOE)
REPORTS TO: WASTERWATER MAINTENANCE SUPERVISOR OR DESIGNEE	PAY GRADE: Per CBA	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under the direction of the Wastewater Maintenance Supervisor or designee, performs semi-skilled work in the construction, maintenance and repair of the City's wastewater and stormwater systems, to include assisting in the operation of backhoes, dump trucks, jet/vac trucks and TV trucks. Subject to after hours and weekend work as needed.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Operates heavy equipment to include backhoes, dump trucks, jet/vac trucks and TV trucks with oversight from General Craftsworker as needed.
- Performs semi-skilled work in the construction, maintenance and repair of the City's wastewater and stormwater systems.
- Operates related computer equipment and various software programs to assigned tasks.
- Operates hand and power rodding machines, and other hand/power tools and equipment in the repair and maintenance of the wastewater and stormwater systems and related facilities.
- Performs work functions at the Waste Compost Facility as assigned.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Specific and realistic knowledge, skills and abilities typically necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Modern office practices, methods, procedures and equipment.

- Record-keeping principles, procedures, and techniques.
- Methods, tools and procedures used in the construction, maintenance, and repair of stormwater and wastewater systems and related facilities.
- Construction safety practices, including confined space and trench safety.
- Applicable health and safety policy, procedures and practices.

Skills and Abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Understand and follow oral and written communications.
- Observe legal and defensive driving practices.
- Follow safety and health regulations.
- Use hand and power tools safely.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of modern office equipment and personal computers in a windows based computing environment, using standard or customized software application programs appropriate to assigned tasks.
- Provide continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or GED.
- One (1) year of experience in wastewater or stormwater,and/or underground utility construction, maintenance, and/or repair.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid driver's license including a Class "A" CDL with tanker endorsement upon hire date and maintain throughout employment.
- Must obtain National Commission for the Certification of Crane Operators (NCCCO) "Service Truck Crane Operator" (STC) certification within eighteen (18) months of hire and maintain through employment.
- Obtain Signal Person and Rigger Certification within eighteen (18) months of hire and maintain through employment.

COMPETENCIES:

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

WORKING CONDITIONS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

- Typically performed in the field, which requires travel daily from site to site to perform maintenance and repair activities and checking on construction.
- Work is performed on city streets where they may encounter traffic hazards.
- The work is performed at street level, but craftsworkers may be required to work below ground in manholes and lift/pump stations.
- The position involves work outdoors on a year round basis and is subject to extreme weather conditions.
- Work requires inspection of construction sites, which may be dirty and strewn with construction debris.

- The noise level can vary from being extremely loud, too moderate, to quiet depending on type of work being performed and tools and equipment being used.
- May be exposed to moving mechanical parts, vehicles, and heavy equipment when working within a construction site.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands:

- Must be able to regularly and punctually attend work at the office or other assigned locations.
- Operate a motorized vehicle, which may include inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Ability to sit, stand, walk, bend, reach with arms and hands, kneel and stretch, occasionally crawling in tight spaces, such as manholes, lift station piping and pumps, plant equipment, as well as the ability to climb ladders and stairs, ride on platform hoists.
- Ability to walk through construction sites at all stages of completion, and negotiate uneven terrain.
- Ability to lift, push, carry and pull materials and objects weighing up to 50 lbs. on a routine basis and up to 90 lbs. as needed using proper lifting techniques.
- Manual dexterity of hands and fingers to include repetitive keyboarding, grasping and reaching.
- Good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person and over the telephone

SELECTION GUIDELINES:

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

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

AUTHORIZATIONS: ***(For Archive)***

Human Resources Director	**Date** 7/1/2026
Department Director	**Date** 7/2/2026
City Manager or Authorized Designee	**Date** 7/6/2026