



DISCLAIMER: INTENT AND FUNCTION OF JOB DESCRIPTIONS

This Job Description has been created to assure that all City of North Pole recruitments begin with a properly-administered hiring process, that all applicants are appropriately evaluated, and that all employees receive and maintain clarity on reporting relationships, duties, and responsibilities. Quality candidates should not be disqualified simply for failing to meet minimum standards. Hiring discretion remains with the City.

All City of North Pole Job Descriptions utilize the Compensable Factors Analysis to tie Job Descriptions to the Classification System, to assure equity among classifications, and to reduce the potential of improper compensation. This Job Description has been written to provide the minimum standards expected to successfully perform the requirements of the position.

Non-Management Job Descriptions outline expected:

Levels of Education, Years of Experience and Technical Knowledge, Physical Demand, Mental Demand and Working Conditions of the job.

This Job Description should not be considered complete or all-inclusive as additional functions and requirements may be assigned from time to time by supervisors as deemed appropriate – often listed as ‘peripheral tasks’ or “other duties as assigned”. It has also designed to be used as part of an effective Performance Appraisal process.

This Job Description is updated in accordance with the Americans with Disabilities Act (ADA) and Fair Labors Standard Act (FLSA). Reasonable accommodations may be made to enable individuals with disabilities to perform the functions & duties as described.

Note: Job descriptions are not intended as and do not create employment contracts. The City of North Pole maintains its status as an at-will employer, which means that any employee may be hired, promoted and terminated for any reason not prohibited by law.

Advertisement Language

UTILITY ASSISTANT I & II: The City of North Pole, Alaska is looking for a Utility Assistant I or II to provide support to the Water and Wastewater Utility divisions, the Director of City Services and residents of North Pole. Position is an appointed position and is classified as FLSA Overtime Non-Exempt. No prior training; High school diploma or general education degree (GED) Non-Management Grade 9. Hourly Wage Range: \$20.27 to \$35.54

See the complete job description and obtain application prior to interview by contacting City Hall at 125 Snowman Ln, North Pole, AK 99705 or by email at bbutler@northpolealaska.org. Position open until filled. The City of North Pole is an Equal Opportunity Employer.



Job Title:	Utility Assistant I & II
Department:	North Pole Utility
Classification:	Non-Management/at-will
FLSA Status:	Hourly, Overtime Non-Exempt
Salary Range:	\$20.27 to 35.54 depending upon education and experience

REPORTING RELATIONSHIPS

Reports To: Utility Supervisor

Positions Supervised: None

*This is an at-will position serving under the direction of and may be terminated by the Utility Supervisor.

FUNCTIONS & DUTIES

This position is primarily responsible for performing a variety of water treatment and water distribution functions, as well as wastewater collection, treatment and transmission functions, and is responsible for the proper operation and maintenance of the water and sewer systems in compliance with city, state and federal regulations.

This position is also responsible for:

- Performing daily preventative maintenance checks and performs maintenance and repairs on all equipment as may be required.
- Obtaining chemical checks on water treatment system. Read water meters monthly.
- Assuring the performance of the water and wastewater systems and assists in the evaluation of all system testing requirements.
- Building maintenance and cleaning as directed by the Utility Operators or Utility Supervisor.
- Safely operating power tools, machinery and heavy machinery as directed by the Utility Operators.
- Attends training classes and seminars as directed by the Utility Operators or Utility Supervisor.

OTHER: Other duties as assigned by the Utility Supervisor

PERFORMANCE MEASURES

(Determined by the Director of City Services and approved by Mayor and Council)

- Successful applicant must pass a background check.
- Must pass 90-day Probationary Period.



ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES

Note: Any combination of education, training and work experience will be considered.

Education & Certification

- Minimum high school diploma or general education degree (GED) Utility Assistant I
- Must possess and maintain an Alaska Commercial Driver's License (Class B) or obtain one within first the first 24 months of employment and have a clean driving record.
- Utility Assistant I: Must obtain OIT (Operator in training) certification in Wastewater and Water treatment within first 24 months of employment as condition of continued employment.
- Utility Assistant II: Must possess all four Level I certifications certification in Wastewater and Water treatment Collection and Distribution.

Experience

- Utility Assistant I, no prior experience to one year experience.
- An employee in this position must be able to safely operate the following: shop tools, self-contained breathing apparatus, jet truck, dump truck, welder, cutting torch, portable pumps and generators, air monitoring equipment and electrical testing equipment.
- Ability to identify occupational hazards and use safety precautions, specifically with regard to the use of chemicals and mechanical equipment necessary to perform the essential functions of the job.
- Demonstratable ability to work effectively with co-workers, supervisors, employees of other departments, and the general public.
- Ability to respond to a utility emergency on a 24-hour basis.
- Ability to work with minimal supervision and to exercise mature judgment and initiative in assessing and prioritizing duties and responsibilities on a daily, weekly, and monthly basis.
- Ability to communicate effectively, orally and in writing.
- Able to obtain all certifications within established time and experience constraints.

Knowledge

- Use of reading and writing, adding and subtraction of whole numbers; following of instructions; use of fixed gauges, direct reading of instruments, and similar devices, where interpretation is not required. Beginner's knowledge of basic computer and technical skills.
- Knowledge of water and wastewater treatment laboratory testing equipment.
- Basic knowledge of operation and maintenance procedures and practices of water treatment/ distribution systems and wastewater treatment/collection systems.
- Basic knowledge of maintenance and repair of mechanical systems and equipment.



- Building cleaning and custodial practices and methods.

EFFORT

Physical Demand

- Potential for frequent lifting of objects that often requires assistance. General office work and medium to heavy file and document maintenance work with movement, lifting or high frequency including operation of office and / or heavy equipment, and standing, walking, crawling, or climbing.
- Must be able to lift 25 pounds above shoulder level regularly, lift up to 100 pounds waist-high occasionally.
- Must not have disabilities that would cause a safety risk to themselves or others in the performance of duties.
- Certain trade areas within this job may require the use of a respirator. Such trade areas may require sufficient pulmonary and respiratory health to use a respirator and may preclude full beards or other obstructions preventing a positive facial fit for half-face or full-face respirators. Successful passage of a respirator fit test is a condition of employment.
 - Utility Assistant I & II must be able to complete an annual fit test for respirator use.
 - Some functions require work on ladders, roofs or from a bucket truck. The Utility Assistant must be able to work in these situations and be able to safely use equipment for work in these situations.

Mental Demand

- Utility Assistant I: Requires little or no decision making for day-to-day operations of a functional area. Often receives guidance from superiors when performing tasks.
- Utility Assistant II: Requires moderate independent decision making / interpretation within duties or daily operations within a functional area. Requires reading and comprehending simple instructions, preparation of simple correspondence and memos, and the ability to effectively present information to the supervisor. Occasionally receives guidance from superiors when performing tasks.

JOB CONDITIONS

Working Conditions (Need to add reference to working outdoors in all weather conditions)

- Regularly works in hazardous or potentially hazardous conditions with heavy equipment that is sensitive to over-handling. Frequently works with external customers on a regular basis.

Contact with Others

- Customer service ethos and the ability to communicate effectively, both orally and in writing.



- Think clearly and act quickly and calmly in stressful situations.
- Ability to work effectively with managers and employees at all levels of the organization, representatives for other departments and agencies, department employees, local elected officials, and the general public. Responds to all emergency calls while on duty.
- Must maintain courteous, professional, and effective working relationships with employees at all levels of the organization.

GENERAL WORK ENVIRONMENT

- Responds to all emergency calls while not on duty.
- Must be able to work weekends, holidays, or evenings when necessary.
- Must not have disabilities that would cause a safety risk to themselves or others in the performance of duties.
- Must be able to work weekends, holidays, evenings, shiftwork and/or overtime when necessary.