

**City of Dufur, Oregon**  
**JOB DESCRIPTION**  
**Job Title: UTILITY ASSISTANT**

**Shift:** 7:00 a.m. to 3:30 p.m., M-F, some weekends and evenings

**Reports to:** Public Works City Superintendent

**Hourly Wage:** \$15.50 - \$19.80 per hour subject to qualifications and experience, plus Medical, Dental, Vision insurance, and retirement benefits.

**Required** – Valid Driver’s License

**Physical Requirements:**

- \* Must be in good physical condition to enable employee to work at strenuous outside activities in all types of weather
- \* Heavy lifting (80 lbs.) and manual labor performed often
- \* Ability to be on-call and respond to emergency situations day or night

**Skills:**

- \* Knowledge of construction methods for installation of water and wastewater lines, street repair and maintenance as per ORS
- \* Operate, inspect, maintain and repair Wastewater lagoons, reservoirs, pumps, chlorinators, all City owned vehicles, Solar circulator, and small engines
- \* Ability to work without supervision      \* General Arithmetic and writing skills a must

**Duties:**

- \* Operation and maintenance of Water, wastewater facilities to assure compliance with DHS and DEQ permits
- \* Maintain all fire hydrants and water system valves
- \* Must become familiar with City Ordinances
- \* Maintain City streets, storm drainage system and signage
- \* Maintain all city buildings and pump houses
- \* Install new water and wastewater services
- \* Keep records of equipment maintenance
- \* Weekend and Holiday checks of water system, pump houses, chlorinators, wastewater lagoons and pump station
- \* Perform daily, weekly, monthly, annual and bi-annual samples of water and wastewater systems per state requirements
- \* Perform locates of City water and wastewater lines when required
- \* Complaints and conflicts with the public which cannot be resolved by the Utility Assistant are to be referred to the Superintendent
- \* Removal of snow on all City streets in accordance with the snow removal policy
- \* Water and Wastewater sampling, assist with monthly and annual reports
- \* Perform all work in courteous, effective and helpful manner
- \* Insulate meters in the fall and remove insulation in spring
- \* Janitorial duties as required
- \* Repair and replace as needed
- \* Ensure samples are within permit parameters
- \* Maintain pressure reducing stations
- \* Maintain transmission lines
- \* Read water meters monthly
- \* Other duties as assigned by supervision