

## **FIELD WORKER TRAINEE**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Field Worker Trainee learns to perform the full scope of duties of a Field Worker I through a structured on-the-job training program involving a variety of general manual labor and equipment-assisted construction and maintenance tasks associated with the City's gas utility distribution systems; City streets, storm drainage systems, parkways, and rights-of-way; or the City's water and wastewater utility systems (*by assignment*). Incumbents learn to operate basic construction equipment with limited complexity and may also operate motor vehicles. Equipment and vehicles will vary by assignment and include, but are not limited to, an asphalt roller, front-end loader, boring equipment, combination, backhoe, and pick-up truck under constant supervision in a training environment. Employees in this class learn to operate hand-held power equipment such as jackhammers, tampers, blowers, mechanical and hydraulic saws, etc. Work is often performed under adverse weather conditions and may entail working in close proximity to heavy traffic. The work performed by a Field Worker Trainee is physically demanding and employees must be capable of frequent lifting and carrying of heavy equipment and materials (50 pounds or more) involving considerable bending, stooping, and climbing associated with construction and maintenance work. An employee in this class is required to use appropriate safety equipment and follow safety procedures in performing assignments. This class is subject to frequent emergency call-out and incumbents must be willing to work scheduled stand-by and overtime on nights, weekends, and/or holidays as required. This class is responsible for performing related duties as required.

**Energy Resources Assignment:** Employees learn to perform a variety of manual labor while learning the duties related to the construction, maintenance, and repair of the City's gas utility distribution system. This class works under constant supervision while learning to operate a variety of construction equipment including a front-end loader, boring equipment, or backhoe in addition to regularly performing manual labor tasks such as basic plumbing, pipefitting installation, repair, and maintenance duties; and gaining a considerable understanding of the methods of constructing and maintaining a gas distribution utility system. Job hazards include working around energized power lines, water and sewer mains, natural gas lines, and working in deep trenches.

**Transportation Assignment:** Employees learn to perform a variety of general manual labor and equipment-assisted maintenance tasks in order to assist Field Worker I/II's and Equipment Operators in the maintenance and repair of City streets, storm drainage systems, parkways, and rights-of-way. Incumbents learn to operate motor vehicles and/or equipment such as a backhoe, skid steer, front end loader, pneumatic roller, and pick-up truck used to haul various trailers. Employees in this class learn to operate and do operate hand-held power equipment such as jackhammers, tampers, blowers, pumps etc.

**Water Resources Assignment:** Employees learn to perform entry-level activities as part of a crew in order to learn to construct, maintain, and repair the City's water and wastewater utility systems. An employee in this class learns to operate and operates a variety of construction equipment and vehicles including: front-end loader and may operate a crane truck, hydraulic valve actuator, or backhoe. Employees learn to use construction tools and equipment such as a jackhammer, tamper, boring machines, tapping machines, etc.; learn to perform basic plumbing, pipefitting installation, repair, and maintenance duties; and gain a considerable understanding of the methods and operations of maintaining

water and wastewater underground utility systems. This class may use pesticide spraying equipment under the supervision of a licensed pesticide applicator. Employees in this class may be rotated among Water Distribution and Wastewater Collections crews.

**Distinguishing Features:** This is a trainee class in the Field Worker series working under the direction of a crew leader, foreman, or supervisor while learning to perform the full scope of duties of a Field Worker I through on the job training and guidance. Employees in this classification may progress by noncompetitive promotion to Field Worker I after meeting the specific criteria-based promotion requirements and successful completion of the on-the-job training program (*by assignment*). This class is FLSA nonexempt.

## QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire date. Must possess a valid Commercial Driver's License (CDL) medical examiner certificate by hire or promotion date.

**Energy Resources Assignment:** Must be able to obtain through the City of Mesa an Operator Qualification in accordance with 49 Code of Federal Regulations (CFR) Part 192 within one year of hire date.

**Water Resources Assignments:** Must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation in accordance with CFR 1910.134 by hire or promotion date and must maintain certification. **Wastewater Collection Assignment:** Must obtain a Grade I (or higher) Wastewater Collection Operator certification from Arizona Department of Environmental Quality (ADEQ) within one year of hire or promotion date. **Water Distribution Assignment:** Must obtain a Grade I (or higher) Water Distribution Operator certification from ADEQ within one year of hire or promotion date.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures. Certain positions within this class are subject to DOT drug and alcohol testing as outlined in 49 CFR Part 199 for the Pipeline and Hazardous Materials Safety Administration (PHMSA) (*Energy Resources Assignment*). Incumbents who obtain their commercial learners permit (CLP) in preparation of moving into the Field Worker I position must successfully complete the pre-placement DOT Drug testing process, FMCSA background check, DOT Drug and Alcohol Testing program training, and be placed into the City's Random Drug and Alcohol testing program **prior** to being allowed to operate and train on a City commercial motor vehicle (CMV) (*All Assignments*).

### **Preferred/Desirable Qualifications:**

***Energy Resources Assignment:*** Training, knowledge, or experience in the design, construction, operation, or maintenance of a gas distribution utility system; and knowledge and understanding of flammable gases.

***Transportation Assignment:*** Experience involving work with hot mix asphalt, concrete, seal coat, right-of-way, or other related street maintenance activities.

***Water Resources Assignment:*** Experience with the operation and maintenance of a public or private utility system.

### **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge, and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates with the general public, other City employees, management, or others to explain various job functions in the absence of a crew leader, foreman, or supervisor from the job site. Notifies customers of the nature, duration, and cause of service interruptions, answering questions as necessary, and referring customers with problems to crew leaders or supervisors as needed. Acknowledges and clarifies dispatched radio assignments, informs the general public of safety hazards, and communicates with field crews. Reports field conditions to crew leaders or supervisors and/or equipment operators as needed.

**Manual/Physical:** Through on-the-job training, learns to perform/operate and performs/operates the manual/physical tasks of assigned area. Operates a motor vehicle or equipment such as: various half-ton or non-commercial motor vehicle trucks, etc. in a training environment. Installs clamps, fittings, valves, and other emergency repair devices. May excavate and enter trenches to inspect, repair, and maintain gas distribution utility facilities and equipment, as necessary. May operate a variety of construction power equipment including, but not limited to: jackhammer, tamper, blowers, boring machines, and tapping machines used in the construction, maintenance, and repair of systems related to assignment area. Places concrete in sidewalks, curbs and gutters, driveways, etc. Seals cracks in street surfaces. Hand finishes slurry seal surfaces to remove rocks and produce uniform surfaces. Maintains storm drainage by cleaning trash racks, culverts, channels, and concrete ditches to prevent localized flooding. Removes sight-distance hazards such as tree limbs and illegal signs. Backfills, compacts, and cold patches holes and trenches remaining after construction maintenance or repair activity has been completed. Excavates the ground using a pick, shovel, spade, sharpshooter, or other tools to excavate bell holes at repair sites. Works with pesticides, spray marking paints, cleaning fluids, chemicals, polyvinylchloride (PVC) pipe cleaner, glue, and mastic pipe sealant using normal protective equipment. Manually excavates trenches and periodically exposes underground utility lines to identify any possible dangers or obstructions to backhoe operation. Installs saddles, clamps, and other emergency repair devices, which may require operating an acetylene torch for soldering, to stop leaks in water and wastewater mains and services. May enter sewer control structures and water meter vaults, as

necessary. Sets up and removes barricades and traffic cones to secure work sites when working near moving traffic. Loads materials and equipment needed for the day's work assignments onto crew truck. Shades, backfills, and compacts in conformance with established standard specifications for size and location of cut and type of fill material used. Moves objects, tools, and equipment (50 pounds or more) for distances with the assistance of a hand cart, power winches, or rigging equipment to load and/or unload and place equipment and/or material at job site. Cleans work area, all hand and/or power tools, and/or equipment around excavation site for next use. Uses a broom and shovel to sweep and move debris, asphalt, etc. in maintaining and repairing streets. Detects audible backup warning devices and traffic sounds when working around moving equipment and in close proximity to moving traffic. Works in confined spaces and at depths of ten feet or more under a wide range of weather conditions. Works in a physically demanding area where incumbents must be physically fit for bending, stooping, stretching, lifting, and carrying/moving heavy equipment and materials. Maintains appropriate work records including daily work log. Meets scheduling and attendance requirements.

**Mental:** Applies general procedures for work assignments. Learns job related tasks through on the job training. Learns to estimate and estimates the materials needed to make repairs through on-the-job training.

**Knowledge/Skill/Abilities:**

Knowledge of:

general procedures for installing, maintaining, and repairing various systems, services, and equipment; the safety hazards, procedures, and equipment used when working on or near underground utility lines and when working near heavy traffic;  
the tools, equipment, materials, and supplies needed for installing, maintaining, and repairing various systems, services, equipment, and facilities;  
hot asphalt patching practices and procedures;  
concrete placement and finishing practices and procedures;  
seal coat application practices and procedures;  
basic traffic control procedures using traffic control devices; and  
basic street maintenance equipment uses, operation, and maintenance techniques.

Skill in the use of a variety of hand-held power equipment such as jackhammers, tampers, and blowers.

Ability to:

follow established procedures for the assigned area including: installing, maintaining, constructing, and repairing various systems, services, equipment, and facilities;  
read plat maps and blueprints; and  
interact with coworkers and the general public to establish and maintain effective working relationships.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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CDP/co/sm

CS4110E.DOCX (Energy Resources)

PAY GRADE: 42

IND-7502

CS4110T (Transportation)

PAY GRADE: 42

IND-5506

CS4110W (Water Resources)

PAY GRADE: 42

IND 7520

EEO-S/M

JOB FCTN-GEN

SWORN-No

INCREMENTS 96-200