

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Public Works Worker III  
**DEPARTMENT:** Public Works  
**FLSA STATUS:** Non-exempt

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**GENERAL PURPOSE:**

Performs senior-level technical or specialized work in the Public Works department. Performs semi-skilled and skilled work in one or a combination of the following fields: building maintenance, carpentry, painting, plumbing repairs, landscaping, lawn service, athletic field maintenance, and installation and maintenance of irrigation systems. May assist in the service and repair of mechanical equipment, repair and maintenance of electrical devices and services, and installation and maintenance of park amenities. Work is performed under limited supervision with moderate latitude. Position relies on experience and exercises independent judgment to determine best approach by using and interpreting policies and procedures.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Maintains and repairs City owned property to include, but not be limited to, parks, buildings, bus shelters and stops, and other assets
- Operates equipment such as tractors, bobcats, bucket trucks, pole cat, power mowers, edgers, trimmers, chainsaw, chipper, tree trimming equipment, etc.
- Operates equipment used in maintenance such as trucks, lifts, trailers, backhoe, forklifts, ladders, roller, power tools, etc.
- Performs new construction and renovations of buildings and community facilities
- Performs skilled manual labor in the maintenance and repair of parks, and other landscaped grounds Performs carpentry work.
- Performs general landscaping duties including, but not limited to, trimming trees and shrubs, laying sod, weeding
- Picks up and removes trash from areas including dead animals
- Installs, monitors, maintains, and repairs irrigation systems
- May perform general janitorial, painting, plumbing, construction, landscaping, welding, locksmithing, facility and property repair and service, and other related duties
- May perform or assist with electronic controls, heating, ventilation and air conditioning, carpentry, lighting, and protection and security systems
- Prepares/obtains cost estimates, creates material lists, and gathers pricing information.

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- Provides general direction, training, and technical assistance to lower level Maintenance Service Workers
- Maintains daily logs
- May set up for City functions and transport equipment
- Participates in emergency callout rotation
- Assists other Public Works divisions as needed
- Performs other duties as assigned and/or required

### **MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by a minimum of three (3) years' general maintenance experience in a public works or similar work environment including the use of standard hand tools, and operation of light and heavy power-driven equipment, trucks, and other vehicles; tree trimming experience is preferred.; an equivalent combination of education, certification, training, and/or experience may be considered.

A State of Florida Commercial Driver's License, class B with air brake endorsement is required.

A Broward County Advanced Tree Trimming Card is preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Advanced knowledge of construction and landscape maintenance practices and standards and relevant safety standards
- Skill in Microsoft Office products (Word and Outlook)
- Skill in providing good customer service
- Advanced skill in the use of light and heavy mechanical equipment
- Ability to safely and properly use standard hand tools, power tools , trucks, cars and other associated equipment
- Ability to climb trees with the use of a rope
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to work at heights up to 96 feet in a bucket truck
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80 pounds). Tasks that require moving objects of significant weight require the

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assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve extended periods of time standing and/or walking.

**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

**SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date