

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Senior Trades Lead Worker
DEPARTMENT: Public Works
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs lead-level technical or specialized work in the Public Works department. Performs skilled work and leads the work of personnel in one or a combination of the following fields: building construction, renovation, maintenance and repair activities, including but not limited to, carpentry, painting, plumbing, electrical, HVAC, welding, and lock-smithing. Work is performed under general directions with extensive latitude in the use of initiative and independent judgment. Position relies on experience and exercises considerable judgment based on subject-matter expertise in the area of specialization and the application of advanced concepts, techniques, and knowledge of processes.

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.

- Trains, supervises, assigns work, and when necessary, works beside subordinate personnel/crews engaged in specialized field activities related to the construction, maintenance, renovation, and repair of building facilities, park amenities, etc.
- Oversees contractors to ensure works is conducted in accordance with contract specifications
- Creates and monitors work orders, purchases equipment and materials, authorizes invoices, reviews and evaluates construction plans for content and accuracy, and prepares and submits permit applications.
- Inspects job sites for method of work, quality control, and completion of tasks at city facilities
- Evaluates, provides input and makes recommendations to supervisor related to the job performance of subordinate employees
- Participates in emergency callout rotation
- Meets with vendors and processes quotes for City projects
- May performs skilled electrical, plumbing, carpentry, and/or HVAC related work
- Assists other City departments during sponsored events
- Performs other duties as assigned and/or required

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MINIMUM QUALIFICATIONS:

High school diploma or GED with license or certification in one or more of the following trades: electrical, HVAC, plumbing, or general contracting; supplemented by five (5) or more years' general experience in construction, repair, maintenance, and operations of buildings, park facilities, and street-lighting facilities in a public works or similar work environment including the troubleshooting, maintaining, repairing, and installing of electrical, HVAC, security and related systems; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a state of Florida driver's license, CDL, Class B with airbrake endorsement and OSHA 10 Hour Card.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of the methods and practices of trades including, but not limited to, electrical, plumbing, carpentry and HVAC.
- Knowledge of OSHA construction safety guidelines and regulations
- Extensive knowledge of tools, vehicles and equipment used in the activities of the Public Works department
- Knowledge of basic math, including calculations using fractions, percentages, and / or ratios
- Advanced skill in the operation of light and heavy duty equipment
- Skill in Microsoft Office products (Word and Outlook)
- Skill in providing good customer service
- Skill in the use of common hand tools and mechanical equipment
- Ability to organize work for timely completion
- Ability to delegate, manage, and supervise effectively
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- 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 assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve extended periods of time standing and/or walking.

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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.

Job Title

Name (print)

Employee Signature

Date

Supervisor's Name (print)

Supervisor's Signature

Date