

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Electrician  
**DEPARTMENT:** Utilities & Engineering  
**FLSA STATUS:** Non-exempt

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**GENERAL PURPOSE:**

Performs senior and/or lead level technical work in the installation and maintenance of wastewater transmission and collection equipment, facilities, emergency generators, monitoring of telemetry systems, diagnosing problems and repair and maintenance of electrical and electronic devices and services. Completes tasks using electrician skills, computer methods and technology. Work is performed under minimal supervision with considerable latitude in the use of initiative and independent judgment. Position relies on experience and exercises independent judgment to determine the 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.

- Monitors lift station operations with the use of a computer; utilizes SCADA system to check pump operations, investigate alarms and other fault readings
- Inspects all lift stations citywide; ensures proper operation of electric and telemetry panels and pumps and floats; performs repairs if necessary
- Performs scheduled preventative maintenance on all lift station control and telemetry panels, water tanks, and electrical equipment in pump control rooms
- Coordinates the purchasing, delivery and/or pick up of equipment and materials from outside vendors
- Removes and installs submersible pumps when testing and/or repairs are needed
- Tests generators for proper operation; monitors and records readings
- Responsible for the procurement and purchase of replacement and stock material for all lift stations and control equipment citywide
- Performs other duties as assigned and/or required

**MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by three (3) or more years' experience in electrical or electronics discipline; an equivalent combination of education, certification, training, and/or experience may be considered.

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Must have a Florida commercial driver license (CDL), Class B or higher. Must have a valid Florida Journeyman Electrician License and Confined Space certification. FWPCOA Wastewater Collection Level C preferred. Certified training in work safety, submersible pumps, wastewater, and forklift operations is preferred.

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

- Knowledge of occupational hazards and safety precautions
- Knowledge of underground wastewater (sewer) infrastructure including force mains, pumps, valves, service laterals and other appurtenances
- Knowledge of Microsoft Office products (Word, Excel, Outlook)
- Skill in the use of common hand tools and power tools
- Skill in the use of mechanical equipment and electrical testing equipment including but not limited to amp probes, multi-tester and megger test devices
- Skill in providing good customer service
- Ability to perform heavy manual work for an extended period under varying climatic conditions
- Ability to train, supervise, and provide leadership to subordinates
- Ability to read, comprehend, and revise documents pertaining to the related trades
- Ability to establish and maintain records on equipment and work accomplished
- Ability to respond and stay at the workplace for extended periods of time during emergencies, as required
- 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
- Ability to work independently with minimal supervision
- Ability to make sound decisions based upon City Code and Department policies
- Ability to participate in the Department's mandatory emergency Callout rotation schedule
- Ability and willingness to receive and respond to numerous text and/or email messages related to alerts/alarms generated by the City's SCADA system

### **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 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.**

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Job Title

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

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

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date