

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Utility and Engineering Leadworker (Transportation & Stormwater)  
**DEPARTMENT:** Utilities & Engineering  
**FLSA STATUS:** Non-exempt

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**GENERAL PURPOSE:**

Performs senior and/or lead-level technical work by leading, assigning, coordinating, and working with small crews of unskilled, skilled, and/or semi-skilled labor in a combination of the following fields: installation, maintenance and repair of stormwater collection and conveyance systems; and repair and maintenance of streets and highways. This includes, but is not limited to, asphalt work, concrete work, excavation and backfilling, traffic control, installation and maintenance of curbs, gutters, and sidewalks, and maintenance of canals and waterways. 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.

- Inspects and oversees job tasks for streets and stormwater systems
- Generates and assigns daily work orders
- Investigates and resolves routine customer complaints
- Operates a variety of light and heavy equipment such as dump trucks, front-end loaders, backhoes, skid steers, vacuum trucks, rollers, and mini excavators
- Prints out maps and assures all equipment, materials, and supplies are ready for job tasks
- Provides support to other divisions, departments and agencies as needed
- Provides input on monthly reports detailing completed job tasks; provides expense receipts
- Provides input on evaluations and participates in interview process
- Requisitions necessary equipment, purchases needed materials and maintains inventories
- Communicates with Supervisor daily on work activities
- Performs other duties as assigned and/or required

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### **MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by a minimum of four (4) years' experience in the installation, maintenance, and repair of stormwater systems or streets and highways; an equivalent combination of education, certification, training and/or experience may be considered.

Must have a valid Florida commercial driver license (CDL) Class B or higher; Stormwater Management Class "B" license from the Florida Water and Pollution Control Operators Association (FWPCOA) or approved equal; Shoring and Trenching certification; Confined Space certification; Maintenance of Traffic (MOT) certification; and CPR/AED certifications.

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

- Knowledge of the occupational hazards and ability to implement all necessary safety precautions
- Working knowledge of the methods, materials, tools, safety procedures and equipment necessary for the construction, installation, repair and maintenance of stormwater and street/highway systems
- Skill in providing good customer service
- Ability to make sound decisions based upon City ordinances and City/department policies and procedures
- Ability to perform heavy manual work for an extended period under varying climate conditions
- Ability to assign and lead the work of others
- Ability to complete assignments with little or no supervision
- Ability to participate in the department's mandatory emergency callout rotation schedule
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain efficient working relationships with other employees, departments and the general public; and exhibit a positive attitude
- Ability to regularly attend work and arrive punctually for designated work schedule and meetings

### **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 at a keyboard or work station and 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, poor ventilation, wetness, humidity, rain, temperature, noise extremes, machinery, moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases, chemicals, oils and other cutting fluids, violence, 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)

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date