

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Utilities Engineer (Water/Wastewater)  
**DEPARTMENT:** Utilities & Engineering  
**FLSA STATUS:** Exempt

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**GENERAL PURPOSE:**

Performs intermediate-level professional work in responsible engineering and project management functions primarily in utility engineering to include water, wastewater/reclaimed systems, and other related infrastructure. Work is performed independently under limited supervision with considerable latitude. Position typically requires processing and interpreting more complex, less clearly-defined issues.

**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.

- Oversees inspections of City assets by third-parties; provides and implements corrective action responses
- Inspects City assets; recommends improvements and creates action plans
- Manages City permits and licenses; ensures compliance with regulatory agencies including the Environmental Protection Agency and the Department of Health
- Ensures compliance with federal, state, and local laws, regulations
- Assists in vendor, contractor, and consultant selection; drafts contract documents, negotiates pricing, conducts cost estimates; monitors work, conducts site inspections and reviews shop drawings and change order requests
- Manages Capital Improvements Projects
- Interacts with contractors, engineers, consultants, vendors, and government agencies regarding complaints and requests
- Monitors water quality in the water distribution system; recommends and implements sampling and testing programs; designs and implements long term water quality improvement projects
- Monitors wastewater conveyance system; recommends and implements emergency and long term improvement projects
- Prepares budgets and administers program funds
- Provides oversight and consultation to supervisors and staff; manages daily operations; reviews and updates standard operating procedures
- Recommends job description title changes; performs staffing analyses; recommends employees for promotions

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- Represents the department in City initiatives and interacts with residents regarding complaints and requests
- Reviews and prepares Commission agenda items, legal contracts and agreements
- Reviews and implements actions regarding infrastructure threat assessment studies
- Reviews/completes employee performance evaluations
- Reviews and implements safety training programs
- Seeks, applies for, and manages grants; drafts resolutions and agreements with other government agencies for commission approval
- Screens and interviews candidates
- Performs other duties as assigned and/or required

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in civil or environmental engineering, or related discipline; supplemented by five (5) or more years' engineering experience in utilities, which included two (2) years of supervisory responsibility; an equivalent combination of education, certification, training, and / or experience may be considered.

State of Florida driver license Class E required. Must be certified as an Engineer Intern (EI) with the State of Florida. Professional Engineering (PE) license from the State of Florida, and water distribution and wastewater collection certifications are preferred. Experience in plan design and review and contract administration is preferred.

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

- Knowledge of standard engineering terms and concepts
- Knowledge of the occupational hazard and safety precautions of the work and the ability to...
- Advanced knowledge of tools, equipment, technology, and techniques used in the construction, maintenance, and repair of water distribution and wastewater collection systems and related facilities
- Advanced knowledge of Microsoft Office products (Word, Excel, PowerPoint, Outlook, and Publisher) and water/wastewater modeling software
- Skill in providing good customer service
- Ability to make sound decisions based on City ordinances and City department policies and procedures
- Ability to delegate, manage, and supervise effectively
- Ability to read and comprehend construction plans/blueprints
- Ability to work independently under minimal supervision
- Ability to respond to and stay at the workplace for extended periods of time during emergencies, as required
- 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

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- 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 ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of 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.

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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)

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date