

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Utility Services Lead Worker (Wastewater)
DEPARTMENT: Utilities & Engineering
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs senior and/or lead-level technical work in the operation and maintenance of the City's wastewater transmission and collection system. Leads, assigns, coordinates, and works with small crews of unskilled, skilled, and/or semi-skilled labor on a variety of wastewater collection system functions including, but not limited to, underground utility location and installation, inspection, maintenance, and repair of wastewater mains, valves, manholes, and lift stations. 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.

- Leads the activities of a wastewater crew; assigns job duties and provides proper field training to crew members
- Coordinates wastewater daily functions with the supervisor
- Creates work orders and prints as needed
- Reviews completed work orders; documents any issues in need of follow up work
- Troubleshoots the City's wastewater collection system and performs preventive maintenance and repairs as needed
- Operates a variety of equipment such as dump trucks, backhoes, skid steers, vacuum trucks, rollers, and mini excavators
- Works with the Engineering department to schedule inspections
- Reviews inspection data and writes reports for submission to the Engineering department
- Provides support to other divisions, departments and agencies as required
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by four (4) or more years' experience in the maintenance, troubleshooting, and repair of wastewater collection systems; an equivalent combination of education, certification, training, and/or experience may be considered.

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Must have a valid Florida Commercial Driver License (CDL) Class B or higher; Florida Water Pollution Control Operators Association (FWPCOA) Wastewater "C" license; and documented CPR, Maintenance of Traffic (MOT), and Confined Entry training.

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, troubleshooting/repair, and maintenance of wastewater systems
- Skill in providing good customer service
- Ability to make sound decisions based on City ordinances and City/department policies and procedures
- Ability to perform heavy manual work for an extended period under varying climactic conditions
- Ability to assign and supervise the work of others
- Ability to read and comprehend blueprints pertaining to water and wastewater
- 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 professional 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

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.

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.

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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)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date