

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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

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**GENERAL PURPOSE:**

Performs senior and/or lead-level work in providing for the maintenance of the City's water distribution system. Leads, assigns, coordinates, and works with small crews of unskilled, skilled, and/or semi-skilled labor on a variety of one or a combination of the following fields: installation and maintenance of water distribution facilities and equipment; plumbing and pipe fittings; traffic control devices, mechanical equipment, and electrical devices and services; and water quality sampling and testing. 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 applying 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, instructs, and trains employees on all aspects of the water distribution system to include fire hydrants, meters, valves, backflow devices, and water storage tanks
- Supervises, instructs, and trains employees on maintenance, troubleshooting/repair, and installation of above items
- Assigns work orders to crews and reviews work orders upon completion
- Collects water samples citywide for water quality and bacteriological testing
- Operates a variety of equipment such as dump trucks, backhoes, skid steers, vacuum trucks, crane trucks, rollers, and mini excavators
- Performs miscellaneous administrative duties such as creating work orders on Community Plus, purchase orders and reviewing them when completed
- Provides support to other divisions, departments and agencies
- Responds to meter leaks, service line breaks, and customer complaints and resolves the issues as quickly as possible
- Serves as supervisor when needed
- Performs other duties as assigned and/or required

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### **MINIMUM QUALIFICATIONS:**

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

Must possess a valid Florida commercial driver license (CDL), Class B, Florida Water Pollution Control Operators Association (FWPCOA) Class "C" Water Distribution certification, Florida Department of Environmental Protection (FDEP) Class III license: and ASSE Backflow certification.

Within twelve (12) months of hire, must possess Florida Water Pollution Control Operators Association (FWPCOA) Class "B" Water Distribution certification, Florida Department of Environmental Protection (FDEP) Class II license, Confined Space certification, CPR and First Aid certification, Intermediate level Maintenance of Traffic certification, and Trenching and Shoring certification.

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

- Knowledge of the occupational hazards and the ability to implement necessary safety precautions
- Knowledge of Microsoft Office products (Outlook, Word)
- Working knowledge of the methods, materials, tools, safety procedures, and equipment necessary for the construction, installation, troubleshooting/repair, and maintenance of water systems
- Skill in providing good customer service
- Ability to read and comprehend numbers, such as account, serial, model, etc
- Ability to make sound decisions based on city ordinances and department policy
- Ability to perform heavy manual work for an extended period under varying climatic conditions, and around vermin and insects
- Ability to assign and supervise the work of others
- Ability to read and comprehend drawings pertaining to water and wastewater
- Ability to work independently and 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 effective 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

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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.

**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.**

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Job Title

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date