

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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

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**GENERAL PURPOSE:**

Performs entry-level technical work in one or a combination of any of the following fields: installation, maintenance and repair of stormwater collection and conveyance systems; repair and maintenance of streets and highways including, but not limited to, asphalt work, concrete work, excavation and backfilling; traffic control; installation and maintenance of curb, gutter, and sidewalks; and maintenance of canals and waterways. Work is performed under close supervision with minimal latitude for the use of initiative and independent judgment.

**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.

- Ensures all equipment, supplies, materials, and tools are ready for job tasks
- Ensures all equipment, trucks, and tools are cleaned weekly
- Installs traffic cones, swales, manholes, and storm water systems
- Operates a variety of light and heavy equipment such as dump trucks, backhoes, skid steers, vacuum trucks, rollers, and mini excavators
- Performs routine maintenance on all equipment and prepares associated equipment reports
- Provides Maintenance of Transportation (MOT) devices such as arrows boards, cones, and barricades as needed for job tasks
- Provides support to other departments and agencies
- Repairs streets, sidewalks, curbing, signage and traffic control devices
- Provides support to other divisions as needed.
- Performs duties as assigned and/or required

**MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by a minimum of one (1) year of 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.

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Must possess a valid Florida Class E driver license. Florida Class B Commercial Driver License (CDL) with or without N endorsement is preferred. Must obtain Florida Class B commercial driver license with N endorsement within the first year of employment.

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

- General construction trade knowledge
- Working knowledge in the use of standard hand tools, operation of light power driven equipment, trucks, and other vehicles
- Skill in providing good customer service
- Ability to quickly learn how to use all required tools, equipment, and vehicles in a safe and efficient manner
- Ability and willingness to perform heavy manual work for extended periods under varying climatic conditions
- Ability to make decisions based on department policy
- Ability to work with minimal supervision
- Ability to participate in the department's mandatory emergency callout rotation schedule after probation period
- 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 and meetings
- Ability to be ready, prepared, and available to work by the start of shift

### **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 may involve walking for extended periods of time.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed outside with potential for exposure to adverse conditions such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, 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