

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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

GENERAL PURPOSE:

Performs entry-level technical work in installation and maintenance of water distribution systems/facilities and/or repair and maintenance of related equipment and system components. Work is performed under general supervision with limited latitude.

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 water storage pumping stations and performs routine preventive maintenance duties
- Installs, inspects, rehabilitates, and maintains water mains, service lines, water meters, fire hydrants, valves, and other appurtenances as assigned
- Installs and manages traffic control during maintenance, repair, and construction activities
- Operates a variety of light and heavy equipment used in maintenance such as trucks, tractors, skid-steers, mini-excavators, and backhoes
- Performs water quality sampling and testing
- Loads and unloads supplies, tools, equipment and materials as needed
- Provides support to other divisions, departments and agencies as required
- Performs related work 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 water systems; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a valid Florida driver license Class E; preference will be given to those with a current commercial driver license (CDL). Florida Class B or higher CDL must be obtained within the first year of employment, and is required for consideration for advancement opportunities. A Florida Water Pollution Control Operators Association (FWPCOA) Class "C" Water Distribution Technician Certification is preferred, and will be required for consideration for advancement opportunities.

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KNOWLEDGE, SKILLS, AND ABILITIES:

- 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
- Skill in Microsoft Office products (Outlook)
- Ability to quickly learn and retain use of all required tools, equipment, and vehicles in a safe and efficient manner
- Ability to perform heavy manual work for extended periods under varying climatic conditions
- Ability to make decisions based on City and department policies and procedures
- 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 and cooperative 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
- Ability to work independently with minimal supervision

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, vermin/insects, 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