

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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

GENERAL PURPOSE:

Performs intermediate-level technical or specialized semi-skilled work in installation, maintenance and repair of stormwater collection and conveyance systems; repair and maintenance of streets/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 general supervision with limited latitude. Position exercises some judgment in accordance with well-defined policies, procedures, and techniques.

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, tools, and materials are ready for job tasks
- Operates a variety of light and heavy equipment
- Performs manual, skilled, and semi-skilled labor related to the construction, installation, maintenance, and repair of stormwater and street/highway systems
- Repairs streets, sidewalk, curbing, signage, and traffic control devices
- Performs routine maintenance on all equipment and completes required associated equipment reports
- Provides input on monthly reports regarding job tasks
- Installs Maintenance of Transportation (MOT) devices such as cones, arrow boards, and barricades as needed for job tasks
- Provides support for other divisions, departments and agencies as required
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

High school diploma or GED, supplemented by a minimum of two (2) years 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.

Must have a valid Florida Commercial Driver License (CDL), Class B or higher with an "N" endorsement (endorsement may be attained within six (6) months of hire); Stormwater Management Class "C" from the Florida Water and Pollution Control Operators Association (FWPCOA) OR Florida Stormwater Association (FSA) Level 1

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certification; and a Shoring and Trenching certification. Must be able to attain a Confined Space certification, Maintenance of Traffic (MOT) certification, and forklift operator license within six (6) months of hire.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Microsoft Office products (Outlook)
- Knowledge of occupational hazards and ability to implement necessary safety precautions
- Skill 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 and retain 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 read and comprehend blueprints pertaining to water and wastewater
- Ability to make decisions based on city and department policies and procedures
- Ability to work with minimal 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 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 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 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 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 hearing and visual 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