

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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

GENERAL PURPOSE:

Performs intermediate-level technical work related to the installation, inspection, maintenance, and repair of wastewater collection and transmission facilities and equipment including, but not limited to, pump stations, control panels, pumps, telemetry systems, force mains, gravity mains, laterals, cleanouts, valves, wet wells, manholes, etc. 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.

- Installs, inspects, maintains and repairs the wastewater collection system, which includes but is not limited to, pump stations, telemetry systems, control panels, pumps, wet wells, force mains, gravity mains, laterals, manholes, cleanouts, and valves
- Operates a variety of light and heavy equipment such as dump trucks, mini excavators, crane trucks, and backhoes
- Completes rehabilitation of pump stations including, but not limited to, installation of new pipes and valves, pump installation, repair or replacement
- Performs routine weekly inspections of pump stations and appurtenances; inspects gravity sewer lines and laterals; troubleshoots areas of concern and determines solutions to effectively address them
- Supports other divisions, departments, and agencies as needed
- 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 maintenance, troubleshooting, and repair of wastewater collection and transmission systems; an equivalent combination of education, certification, training, and/or experience may be considered.

Successful completion of an electrical apprenticeship program or equivalent training which has provided a minimum of entry level technical knowledge of the electrical trade is preferred for positions assigned to pump station repair and maintenance.

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A valid Florida Class B or higher commercial driver license (CDL) must be obtained within six (6) months of hire. A Florida Water Pollution Control Operators Association (FWPCOA) Wastewater license "C" or higher is preferred.

CPR, Maintenance of Traffic (MOT), and Confined Space Entry training must be completed within one (1) year 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 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 independently 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

Maintenance and Repair of Pump Stations

- Knowledge of heavy-duty pumps and electric motors
- Knowledge of basic electricity
- Knowledge of electrical reading and/or testing devices
- Ability and willingness to receive constant telemetry reminders/alerts via text and/or email

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/or walking.

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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 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