

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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

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**GENERAL PURPOSE:**

Performs intermediate-level technical work in the installation and maintenance of water distribution systems/facilities, and/or repair and maintenance of equipment and system components. This position utilizes skills acquired as a Utility Service Worker I or equivalent position, and is performed under general supervision with limited latitude. May exercise 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.

- 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
- Maintains operation and maintenance logs
- Provides support to other divisions as needed
- Performs related work as assigned and/or required

**MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by a minimum of two (2) years' experience in water distribution; an equivalent combination of education, certification, training, and / or experience may be considered.

Must have a valid Florida commercial driver's license, Class B or higher; Florida Water Pollution Control Operators Association (FWPCOA) Level III Water Distribution certification; and Florida Department of Environmental Protection (FDEP) Class 3 Water Distribution System license.

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ASSE Backflow Certification; Confined Space certification; CPR certification; and intermediate level Maintenance of Traffic (MOT) certifications are preferred, and must be obtained within one (1) year of hire.

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

- Knowledge of occupational hazards and ability to implement necessary safety precautions
- 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 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 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 work independently with minimal supervision
- Ability to read and comprehend documents pertaining to water and wastewater
- 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 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.

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**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)

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

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date