

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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

GENERAL PURPOSE:

Performs senior-level work in one or a combination of the following fields: installation and maintenance of water transmission/distribution and treatment facilities and equipment; plumbing and pipe fitting; repair and maintenance of mechanical equipment, and water services; and conducting water quality sampling and testing. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

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, maintains, and repairs water meters, pipes, valves, fire hydrants, water mainlines, service lines, and backflow prevention assemblies
- Maintains water system quality; performs bacteriological water sampling and water quality sampling
- Operates and maintains light and heavy equipment
- Installs and maintains traffic control and safety devices
- Performs fire flow testing for the Fire and Engineering departments
- Provides support to other divisions as needed
- Provides training to less senior staff as needed
- Performs other duties as assigned and/or required
- Coordinates team activities

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by a minimum of three (3) years of experience in water distribution; an equivalent combination of education, certification, training, and / or experience may be considered.

Must have a valid Florida Class B or higher Commercial Driver License (CDL), Florida Water Pollution Control Operators Association (FWPCOA) Water Distribution Level 3 certification and Department of Environmental Protection (DEP) Class 3 license. A Florida Water Pollution Control Operators Association (FWPCOA) Water Distribution Level 2 certification and Department of Environmental Protection (DEP) Class 2 license are preferred and must be obtained within twelve (12) months of hire. Must obtain an

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ASSE Backflow Certification; Confined Space Entry certification; CPR certification; and intermediate level Maintenance of Traffic (MOT) certification within 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
- Working knowledge of the methods, materials, tools, safety procedures, and equipment necessary for the construction, installation, troubleshooting/repair, and maintenance of water distribution systems
- 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 read, comprehend and transfer numbers, such as account numbers, serial numbers, model numbers, etc.
- 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 documents pertaining to water and wastewater
- Ability to make decisions based on department policy
- Ability to work independently with minimal supervision and to train others
- 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 and/or walking.

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/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.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date