

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 424**

**UTILITIES SYSTEM OPERATOR III**

**GENERAL**

Perform advanced responsible manual labor duties of a skilled nature which may involve crew leader work. May perform near journeyman level work or a trade helper work. Oversees team members performing a wide variety of utility maintenance and construction duties. Performs skilled manual labor work including the operation of maintenance or construction equipment. May compile and submit written records and reports as required. May be responsible for obtaining materials, supplies and equipment used in utility construction related work. This is an essential position; incumbent will be required to work extended hours during and after a disastrous weather-related events or other emergencies.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Operates various classes of vehicles including large trucks, other motorized maintenance and construction equipment; may drive a truck.
- Performs manual labor work requiring knowledge of some specialized facets of a particular field of maintenance or construction work.
- Performs related work as required, i.e., excavation, pavement removal, sod replacement.
- Follows safety procedures and promotes a safe work environment.
- Performs general maintenance of water and wastewater facilities and appurtenance.
- Installs, repairs, and services water and wastewater transmission and collection systems.
- Performs required preventive maintenance for the water and wastewater system.
- Reads blueprints, schematics, maps and performs pipe locates.
- Documents procedures performed in the field and system status.
- Follows safe excavation practices.
- Prepares accurate and complete daily progress reports.
- May compile and submit written records and reports as required.
- Troubleshoots for repair and maintenance of water and wastewater systems.
- May perform near journeyman level work or a trades helper work.
- Supervises workers and/or crew performing a wide variety of utility maintenance or construction duties.
- May be responsible for obtaining materials, supplies and equipment used on the job site.
- May be responsible for the operation of certain specified skilled manual labor activities.
- Must follow regulatory requirements, safety procedures and promote a safe work environment.
- Keep all equipment clean and in proper working order.
- Maintain cleanliness at worksite, vehicle and storage areas.
- Notifies supervisor when equipment needs to be replaced or repaired.
- Attend mandatory safety training and participate in Material Safety Data Sheets (MSDS) and Job Safety Analyses (JSAs).
- Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of operating various hand-held tools and repair equipment, e.g., shovel, screwdrivers, wrenches, pipe fitting tools, power drill, grinder, band saw, ventilating blower, saw, air compressors.
- Knowledge of the methods, tools, equipment and necessary safety precautions used in mechanical repair and maintenance work.
- Knowledge of the tools and equipment used in semi-skilled labor workers.
- Knowledge of maintenance and repair procedures for water and wastewater utilities system.
- Knowledge of proper sanitation procedures for water main repair.
- Knowledge of the occupational hazards of the trade and of proper use of safety procedures.
- Ability to work efficiently without close supervision.
- Skill in basic Mathematics.
- Ability to generally lead and supervise unskilled workers.
- Ability to prepare accurate records and reports of a minor nature.
- Ability to accept responsibility for a specialized maintenance operation.
- Ability to successfully complete all training programs offered including confined space, hazardous materials handling, etc.
- Ability to make decisions based on department policy.
- Ability to effectively communication with the ability to speak, write and understand English.
- Ability to perform heavy manual labor for extended periods, often under climatic weather conditions.
- Ability to keep records on equipment and work performed.
- Ability to perform assigned tasks under general supervision.
- Ability to use respirators and self-contained breathing apparatus.
- Ability to operate various heavy equipment and machinery, e.g., utility vehicles, water main cutter, dump truck, fork lift.
- Ability to operate a computer and use Microsoft Office.
- Ability to operate equipment used for repair of water and wastewater lines and water meters.
- Ability to properly operate maintenance and construction equipment.
- Ability to understand and follow written and oral instructions.
- Ability to inspect machinery and mechanical equipment and to detect and identify apparatus malfunctions.
- Ability to work a flexible work schedule, including call outs.
- Ability to adapt to an evolving and continually improving environment.
- Ability to be on call during regular or off-duty hours as required.
- Ability to understand and carry out instructions and to complete work assignments correctly.
- Ability to install, maintain and repair lines, water meters and fire hydrants.
- Ability to perform backflow preventive duties.
- Ability to complete routine tasks correctly the first time without having to redo the work assignment.
- Ability to comprehend schematics, blue prints and maps using computer and paper media.
- Ability to follow City Codes, department and industry standards and regulations as directed, when performing routine work.
- Ability to follow chain of command.
- Ability to execute orders with occasional guidance in planning and organization of job.
- Ability to correctly interpret written and/or oral instructions form supervisor/foreman and relay this information to crew members.
- Ability to use industry communication standards (words, signs and codes) for assigned tasks to ensure work safety and quality.
- Ability to organized and prioritize work load in a timely manner with minimal waste and downtime.

- Ability to recognize and anticipate problems before they occur.
- Ability to maintain a keen eye on detail.
- Ability to perform minor repairs on tools and equipment that are necessary for the job.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

High school diploma or equivalent required, college course work a plus. Must have at least four (4) years' experience in maintenance or construction work in the particular field of work in which assigned. Must possess a current State of Florida Department of Environmental Protection Distribution System Operator Level III license at the time of application, Level II preferred. Must be able to work outdoors with exposure to adverse weather conditions, fumes, dust and machinery hazards. Must possess a valid Florida Class "B" Commercial Driver's License with tanker and air brake endorsements. Some experience in operating maintenance and construction machinery and equipment, overseeing other workers, and in making decisions in the field.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Sufficient physical strength to perform heavy manual labor work. Ability to move up to 50 lbs. on a regular basis and occasionally up to 75 lbs.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license (Class B) and an acceptable driving record.

**Rev.** 10/22

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Classification:** 21/42

**Location:** Utilities Department

**GERS:** Regular Class