

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 422**

**UTILITY SYSTEM OPERATOR I**

**GENERAL**

Performs unskilled or routine manual labor duties in a wide variety of utility maintenance and construction work: installation and maintenance of water transmission and collection facilities and equipment; repair mechanical equipment; repair and maintain electrical devices and services. Installs water, reuse, and sewer lines. Performs other related work as required, i.e., excavation, pavement removal, sod replacement. Follows safety procedures and promotes a safe work environment. This is an essential position; incumbent will be required to work extended hours during climatic weather related events or other emergencies. Performs assigned tasks under general supervision and does not require continuous instruction or direction for basic job functions.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Will be required to participate in a mandatory callout.
- Installs water and sewer lines systems.
- Makes minor repairs of automotive and other maintenance equipment.
- May operate a truck or other automotive equipment.
- Works outside in all weather conditions.
- Essential employee during storms or other emergencies.
- A strong understanding of ethical behavior is required.
- Must work in accordance with the Utility's safety program and provide excellent customer service to internal and external customers.
- Performs routine repairs and replacement projects to wastewater treatment and collection facilities and equipment, e.g., repairs and replaces sewer lines, utility meters and piping; clears line blockages, repairs water leaks and solders broken pipes; excavates broken sewer lines.
- Installs and repairs backflow prevention systems and equipment.
- Assists supervisor with complex repairs and construction projects.
- Installs, maintains, repairs and replaces fire hydrants and valves.
- Performs various records maintenance tasks; reads and updates records and files.
- Attends continuing education classes and seminars on fire hydrants, utilities maintenance, and valve maintenance.
- Install and repair water distribution, sanitary sewer lines, lift stations, manholes, and all related facilities.
- Dig and refill ditches, load dirt and construction materials. Perform lawn maintenance activities.
- Keep all equipment clean and in proper working order.
- Maintain cleanliness at worksite, vehicle and storage areas.
- Notifies supervisor when equipment needs to be repaired and/or replaced.

- Attend mandatory safety training and participate in Material Safety Data Sheets (MSDS) and Job Safety Analyses (JSAs).
- Does other general manual labor work and performs routine tasks without supervision.

## **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 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 perform assigned tasks under general supervision.
- General knowledge of the methods, tools, equipment and necessary safety precautions used in mechanical repair and maintenance work.
- Ability to successfully complete all training programs offered including confined space, hazardous materials handling, etc.
- Ability to use respirators and self-contained breathing apparatus.
- Ability to effectively communicate with the ability to speak, write and understand English.
- Ability to operate and maintain various heavy equipment and machinery, e.g., utility vehicles, water main cutter, dump truck, fork lift.
- Ability to perform minor repairs on tools and equipments that are necessary for the job.
- 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 and inspect maintenance and construction equipment while identifying any apparatus malfunctions.
- Ability to understand and follow written and oral instructions.
- Ability to perform heavy manual labor for extended periods in various climatic conditions.
- Ability to work a flexible work schedule, including call outs.
- Basic Mathematical skills.
- 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 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.
- 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.

- 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.
- Ability to recognize and anticipate problem before occurring.
- 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

## **MINIMUM QUALIFICATIONS**

High school diploma or equivalent; college course work a plus. It is preferred you posses a current State of Florida Department of Environmental Protection Distribution System Operator Level III license at the time of application. Must possess a valid Florida Class “B” Commercial Drivers License at the time of application. At least two (2) years experience in various fields of utility maintenance or construction labor work. Experience installing water and sewer lines preferred. Some experience in operating automotive or other motorized maintenance and construction equipment.

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. Labor intensive position with the ability to move up to 50 lbs. on a regular basis and occasionally up to 75 lbs. Significant standing, walking, moving, climbing, carrying, stooping, bending, kneeling, crawling, reaching, and handling, pushing, pulling and lifting. Physical condition, strength and agility commensurate with the demand of the position, occasionally under adverse weather conditions.

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

**Bargaining Unit: Bargaining**

**FLSA: Non Exempt**

**Classification: 18/42**

**Location: Utility Department**

**GERS: Regular Class**

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