

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 421**

**UTILITY SYSTEM TRAINEE**

**GENERAL**

Entry level trainee position that involves the basic fundamental duties of the City's Utility Operations. Performs unskilled or routine manual labor duties in a wide variety of utility maintenance and construction work. Installs water, reuse, and sewer lines systems. Performs other related work as required, i.e., excavation, pavement removal and sod replacement. Work is performed under close supervision. After instructions and orientation, the employee will be expected to carry out these routine details as performed by a Utility System Operator I. This is an essential position during climatic weather related events or other emergencies.

**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.)

- Assist in installing, inspecting, and maintaining the maintenance of drainage systems, water and sewer mainlines, service lines, water meters, fire hydrants, valves, sewer manholes, lateral sewers and other appurtenances as assigned.
- Assist in cleaning culverts, gutters, ditches, swales, storm drains, canals, beaches and many other similar jobs.
- Digs trenches, removes concrete, trims and prunes trees and shrubbery.
- Must work in accordance with the Utility's safety program and provide excellent customer service to internal and external customers. Loads and unloads equipment, supplies, tools and materials.
- May be required to participate in mandatory emergency callout.
- May operate heavy machinery and/or other automotive equipment.
- Performs other manual labor assignments and/or tasks in a construction environment as needed.
- 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.
- Attends mandatory safety training, participates in Material Safety Data Sheets (MSDS) and Job Safety Analyses (JSAs).
- Follows safety procedures as outline in by the City's Utilities Operations Manual and promotes a safe work environment.
- A strong understanding of ethical behavior is required.
- Does other general manual labor work and performs routine tasks without supervision.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the tools and equipment used in semi-skilled labor workers.
- 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 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.
- Ability to operate a computer and use Microsoft Office.
- Ability to understand and follow written and oral instructions under general supervision while performing assigned tasks
- Ability to properly operate and inspect maintenance and construction equipment while identifying any apparatus malfunctions.
- Ability to operate various heavy equipment and machinery, e.g., utility vehicles, water main cutter, dump truck, fork lift.
- 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 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 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 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 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 anticipate and solve problems before they occur.

## **MINIMUM QUALIFICATIONS**

High school diploma or equivalent required, college course work a plus. For Water Division, a Department of Environmental Protection (DEP) Class III license must be obtained within 18 months of employment. At least one (1) year experience in manual labor including some experience in operating automotive maintenance equipment. Valid Florida driver's license. A class "B" CDL with tanker and air brake endorsement must be obtained within six (6) months of employment. Experience performing the above duties preferred.

A comparable amount of training and/or 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. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Sufficient physical strength to perform heavy manual labor work. Position requires heavy moving 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.

**Bargaining Unit: Bargaining**

**FLSA: Non Exempt**

**Classification: 17/42**

**Location: Utility**

**GERS: Regular Class**

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