

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 239**

**ASSISTANT CUSTOMER SERVICE MANAGER**

**GENERAL**

Responsible administrative and supervisory work assisting in the direction of the office routine and customer service activities. Work is performed under general supervision in the Finance Department.

**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.*

- Helps direct and supervise the day-to-day operation of Customer Services.
- Assists in supervising the flow of all paperwork necessary to initiate any and all utility accounts.
- Assists in directing the accurate and timely reading of all meters to insure accurate billing.
- Supervises the accurate and timely billing of all customers.
- Resolves customer complaints or inquiries.
- Communicates with supervisor to assist with all questions received concerning customer services.
- Assumes duties and responsibilities of the manager of his/her absence.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of customer application procedures, collections, and consumer billing.
- Knowledge of modern office practice, machines and equipment, especially as they apply to procedures within a public utility office.
- Knowledge of accepted principles of supervision, employee relations, and public relations.
- Ability to assign and review the work of subordinates and provide proper instruction.
- Ability to analyze work flow procedures and recommend needed improvements.
- Ability to participate in office activities in various sections to assure uninterrupted flow of work load.
- Ability to understand and implement oral and written instructions, gather information and make reports, and keep office records.
- Ability to work effectively with customers.
- Ability to multitask, organize, and prioritize in a stressful environment.
- Ability to communicate effectively both orally and in writing.
- Ability to exercise good judgment and perform a wide range of supervisory responsibilities.
- 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**

Associate Degree and considerable experience in responsible customer service, utility accounting, or related area.

*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 technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Carry up to 25 lbs.

### **SPECIAL REQUIREMENTS**

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

*Reasonable accommodations may be made to enable individuals with disabilities.*

Rev. 10/2021

**Bargaining Unit:** Non-Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 26/50

**Location:** Finance

**GERS:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 927**

**BUS DRIVER**

**GENERAL**

This is vehicle operation work in transporting passengers of a mass transit system. This position operates a passenger bus over the prescribed routes within the City or other related transportation program tasks. The Bus Driver is responsible for the safety of their passengers, as well as use of defensive driving skills and adhering to all procedures, rules, and motor vehicle regulations: work is performed in the Parks and Recreation Department.

**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 passenger bus, mini-buses, and vans according to established routes and schedules.
- Maintains records and logs on travel time, mileage, gas, purchases, passengers served, traffic accidents, and passenger injury.
- Oversees the safety of passengers and enforces rules with them.
- Inspects and adjusts equipment for proper operating condition. Inspects body of coach for unreported damage.
- Takes vehicle to Fleet mechanics to be serviced for repairs and/or maintenance.
- Operates vehicle carefully, safely, and within the prescribed time schedule.
- Work is performed within established rules and procedures with the utmost regard for the safety of the passengers, the general public and all equipment.
- Ensures the assigned vehicles are clean.
- Develops vehicle/bus driver schedules.
- Punctuality and regular attendance are essential functions of this position.
- Performs related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the state and county traffic and motor vehicle regulations.
- Knowledge of defensive driving methods.
- Ability to enforce rules and communicate effectively with the public.
- Ability to operate the assigned vehicle in the prescribed manner.
- Ability to detect improper functioning mechanical systems on the assigned vehicle.
- Ability to understand and carry out oral and written instructions.
- 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**

Must be a high school graduate or possess a GED. Some experience in operating large vehicle, i.e. bus, R.V., and tractor trailers.

*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. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Physical strength and agility sufficient to do strenuous laboring tasks under varying weather conditions. Ability to lift up to 50 lbs.

### **SPECIAL REQUIREMENTS**

Possession of a valid Florida Class “B” Commercial Driver’s License (CDL) with Passenger Transport Endorsement.

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

**Rev** 10/2021

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 16/42

**Location:** Parks and Recreation Department

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 181**

**BUYER**

**GENERAL**

Responsible technical work in the procurement of supplies, materials, equipment, and services. Work is performed under the general supervision of the General Services Director in the General Services department.

**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.*

- Analyzes purchase requisitions for completeness, compliance with ordinances and policies, and prepares purchase orders, within authority level.
- Performs various contract administration functions such as the preparation of change orders, and providing assistance to departments with the resolution of vendor performance issues.
- Maintains a variety of records relating to the purchasing function, prepares reports, and correspondence.
- Assists departments in the development of specifications.
- Responsible for the development, issue, and award of request for quotations (informal bids) for single purchases and annual contracts, within authority level.
- Verifies sole source purchases and maintains records of same.
- Assists in bid openings and tabulations, including tabulation of pricing using spreadsheets, and other bid record keeping.
- Coordinates disposal of City surplus/scrap materials through various methods, including transfer of items between City departments, sale of scrap items such as tires and scrap metal via request for quotation, and placement of items in City auction.
- Serves as backup timekeeper for department, including computerized payroll entry, monitoring submittal of time sheets and leave request slips, verification of attendance records and transmission of attendance records to the Payroll office.
- Performs related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Skill in using Microsoft Office and any other software/applications.
- Ability to communicate and interact effectively both orally and in writing with the public.
- Ability to make decisions in accordance with procedures, laws, and regulations and to apply these to work problems.
- Ability to meet the public in a mature, pleasant manner.
- Ability to serve customers in a respectful manner.
- Ability to use Sungard HTE Purchasing/Inventory software.
- 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**

Graduation from high school or equivalent G.E.D. Two years of responsible purchasing experience with a governmental agency or large business. Experienced in the use of Microsoft Word and Excel. Experience with the use of Sungard HTE Purchasing/Inventory software desirable.

*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 technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Sedentary position. Frequent light lifting up to 10 lbs. and occasionally up to 20 lbs. The noise level in this environment is usually quiet in an inside office setting.

### **SPECIAL REQUIREMENTS**

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

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

Rev 10/2021

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 22/42

**Location:** General Services Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 315**

**CUSTODIAN**

**GENERAL**

Moderately heavy custodial work involving a variety of housekeeping tasks performed under relatively close supervision.

**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*

- Scrubs, mops, waxes, and polishes floors.
- Dusts and polishes furniture, washes windows, woodwork, washrooms and fixtures.
- Shampoos rugs. Empties wastebaskets and ashtrays.
- Takes out trash for disposal.
- Cleans up grounds and areas around buildings.
- Replaces burned out light bulbs.
- Assists in making simple repairs to equipment and furniture.
- Maintains stock levels as required and maintains routine records.
- Assists in moving files, heavy desks and other furniture.
- Assists in moving offices to various sections of City buildings.
- Assembles and disassembles various pieces of office equipment, such as desks, chairs, file cabinets, etc., in the performance of these duties.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the materials, methods and equipment typically used in janitorial work.
- Ability to understand and follow simple oral and written instructions.
- Ability to make minor repairs and adjustments to cleaning equipment.
- Sufficient physical strength and agility to perform a variety of moderately heavy custodial tasks in the care and limited maintenance of buildings and equipment.
- 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**

Experience in domestic or janitorial work.

*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. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Sufficient physical strength to perform moderately heavy manual labor work. Sufficient physical strength and agility to perform a variety of moderately heavy custodial tasks in the care and limited maintenance of buildings and equipment.

Occasional lifting of up to 80 lbs.

## **SPECIAL REQUIREMENTS**

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

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

**Rev** 10/2021

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 16/42

**Location:** Public Works Department

**GERS: Regular:** Regular Class



**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 320**

**MESSENGER**

**GENERAL**

Routine work processing, delivering and posting mail. Work is performed under general administrative direction with minimal supervision.

**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.*

- Picks up outgoing mail. Sorts and weighs mail. Prepares and posts all outgoing mail. Operates postage meter and related mailing equipment.
- Picks up mail at post office, sorts and delivers to departments within geographical locations in the City.
- Dispatches outgoing mail.
- Prepares reports of postage usage and submits to Finance Department.
- Picks up, sorts and delivers inter-office correspondence to respective departments within the City.
- Performs other job related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the alphabet and numbers.
- Ability to follow and understand oral and written instructions.
- Ability to communicate effectively with the public and communicate effectively orally and in writing.
- Ability to work alone with minimal supervision.
- Ability to drive a vehicle.
- 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**

Graduation from high school or equivalent G.E.D. Must have a valid Florida Drivers License. Must be bondable.

## **PHYSICAL REQUIREMENTS**

Physical position involving frequent to light lifting up to 10 lbs. and occasionally up to 20 lbs., climbing, kneeling, crouching, reaching, standing, walking, pushing and grasping. Ability to drive vehicle. Specific abilities include hearing, talking, seeing and reading. The noise level in this environment is usually quiet in an inside office setting and sometimes moderately loud when using the mail equipment. There is also outside exposure to all weather conditions when making mail pickups and delivery.

## **SPECIAL REQUIREMENTS**

None.

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

**Rev 10/2021**

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 16/42

**Location:** General Service Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 110**

**OFFICE ASSISTANT I**

**GENERAL**

Diversified entry level clerical work that is performed in accordance with prescribed and well-established procedures. Work is subject to general supervision. Assignments are reviewed upon completion or through procedural arrangements within a department.

**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.*

- Types routine correspondence, memoranda, reports, records, orders and other office documents from rough drafts, transcribing machine, notes and oral instructions, in rough stencil and finished copy by the use of touch-typing methods.
- Sorts, grades, verifies, files, and/or pulls from files materials and documents such as correspondence, reports, purchase orders, case records, statistical records, cards, other records according to number, name, alphabet, invoices and group, code and/or other prescribed procedures.
- Maintains files such as index card files, record files, folder files and control files with coding systems, output cards, tab guides and other controlling devices.
- Prepares incoming and outgoing mail by stuffing materials into envelopes, wrapping, binding and typing packages; and taping and stamping all types of material.
- Withdraws material from files upon request and keeps record of materials removed;
- Makes simple postings to records according to prescribed procedures and performs simple computations on data available from such records;
- Opens, sorts, and distributes mail and other correspondence;
- May answer telephone, operate other simple office machines such as personal computers and other general office machines with such accuracy as can be acquired from their use on the job and not from any skills possessed before employment.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of business English, spelling and arithmetic, office practices and procedures.
- Ability to establish and maintain effective working relationships with other employees and the public.

- Ability to understand and follow oral and written instructions, make arithmetic computations and tabulations accurately and with reasonable speed, learn assigned clerical tasks readily and to adhere to prescribed routines.
- Skill in typing accurately from rough draft, plain copy or a transcribing machine at a reasonable rate of speed.
- 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**

Graduation from high school or possession of an acceptable equivalency diploma. Some general clerical experience.

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. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

## **SPECIAL REQUIREMENTS**

None

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

**Rev 10/2021**

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 16/42

**Location:** All Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 112**

**OFFICE ASSISTANT II**

**GENERAL**

Performs responsible and varied clerical work which involves moderately complex work methods and procedures and requiring some ability to operate standard word processing and related data entry equipment.

**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.*

- Handles difficult clerical tasks requiring judgment and experience.
- Assists in administering policies in accordance with prescribed regulations.
- Processes, maintains records, and prepares reports of transactions of considerable complexity, involving the application of knowledge gained through experience, such as legal instruments, and other documents, purchasing, personnel, or other specialized records related to the activities of the particular department concerned.
- Deals with public in specialized area of service. May lead a clerical force in carrying out office function and services to the taxpayer and general public. Instructs employees in office procedures and laws relating to particular functions to which assigned.
- Meets and processes applicants. Administers examinations, calculates scores, records data and notifies applicants.
- Operates standard office, word processing and data entry equipment;
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the procedures, duties and responsibilities of the unit of operation to which assigned.
- Knowledge of modern office practices and procedures and of business English, spelling and commercial arithmetic.
- Knowledge of departmental operation.
- Skill in the application of modern office practices and techniques and in the use and care of routine and specialized office machine equipment.
- Ability to perform complex clerical work with very little supervision.
- Ability to keep complex records and to make reports.

- Ability to develop effective work methods and procedures in accordance with rules, regulations and departmental policies.
- Ability to work with and for the general public as well as fellow employees.
- Ability to type with accuracy at a prescribed rate of speed.
- 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**

Graduation from high school or possession of an acceptable equivalency diploma, including courses in commercial subjects, supplemented by experience in performing general office or related clerical work.

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. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

## **SPECIAL REQUIREMENTS**

None.

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

**Rev** 10/2021

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 18/42

**Location:** All Department

**GERS: Regular:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 944**

**RECREATION LEADER**

**GENERAL**

Technical work in conducting organized and individual program activities. Work is performed under general supervision.

**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.*

- Organizes and participates in a wide variety of recreation activities for different age groups and interests.
- Supervises part-time personnel and volunteers when necessary.
- Assists supervisors with administrative details involved in organized sports programs. Instructs individual or groups in rules of games, skill development and safety.
- Maintains playground or recreation center equipment and games inventory.
- Evaluates activities orally and in writing.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to conduct recreation programs.
- Ability to maintain effective working relationships with staff and the public served.
- 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**

Graduation from high school or GED equivalent. Experience in playing or teaching various recreational games and activities.

*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. Some running standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

### **SPECIAL REQUIREMENTS**

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

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

**Rev 10/2021**

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 20/42

**Location:** Parks Recreation Department

**GERS: Regular:** Regular Class



**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 125**

**SECRETARY I**

**GENERAL**

Routine secretarial work in clerical supporting a supervisor in connection with the operations of the office. Work is subject to review and supervision.

**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.*

- Takes dictation concerning correspondence and related matters.
- Sets up files and assembles information for supervisor's use.
- Makes simple postings to records according to prescribed procedures and performs simple computations on data available from such records.
- Opens, sorts, and distributes mail and other correspondence.
- Receives, screens and directs callers and provides information.
- May answer telephone, operate other simple office machines such as personal computers and other general office machines with such accuracy as can be acquired from their use on the job and not from any skills possessed before employment.
- May serve as a back-up secretary in a large department.
- Maintains varied records relating to the unit to which assigned. Compiles reports of the operation of the unit. Orders necessary office supplies.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of business English, spelling, and arithmetic.
- Knowledge of general office practices and procedures;
- Ability to learn assigned tasks readily and to adhere to prescribed routines;
- Ability to make simple arithmetic computations accurately and with reasonable speed.
- Ability to make minor decisions in accordance with departmental procedures.
- Ability to understand and carry out oral and written instructions.
- 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**

Graduation from high school or possession of an acceptable equivalency diploma. One-year experience in general clerical/secretarial work, including or supplemented by courses in typing.

*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. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

## **SPECIAL REQUIREMENTS**

None

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

Rev. 10/2021

**Bargaining Unit:** Bargaining and Non-Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 18

**Location:** Multiple

**GERS:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 126**

**SECRETARY II**

**GENERAL**

Performs varied responsible clerical or secretarial work which includes administrative responsibility. Position allocated to this class differ from those in the class of Secretary I because of the independent performance of complex secretarial tasks for a large complex operating unit below the department level. General and specific assignments are received and are usually performed under little direct supervision allowing latitude for use of independent judgment.

**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.*

- Performs a variety of responsible duties relative to the municipal services of the department to which assigned. Performs duties of an administrative nature for the supervisor.
- Interprets departmental operations, policies, and procedures and disseminates relative information.
- Answers a variety of correspondence.
- Establishes and maintains a variety of complex records and reports.
- Computes and compiles data.
- Prepares forms independently and composes letters for supervisor's signature. Sets up and maintains files.
- Schedules meetings for supervisor and advises supervisor of meetings and events.
- Refers callers to other employees, officials or departments as needed.
- Operates various office machines, word processing and data entry equipment.
- Takes minutes of conference, meetings and official functions.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of modern office equipment, practices, and procedures;
- Knowledge of one or more municipal functions, including licensing, personnel, purchasing, storekeeping, record keeping, report writing, court records and procedures, and other similar municipal functions;
- Knowledge of business English, spelling, and arithmetic.
- Knowledge of general office practices and procedures;
- Ability to learn assigned tasks readily and to adhere to prescribed routines;
- Ability to make simple arithmetic computations accurately and with reasonable speed.
- Ability to make minor decisions in accordance with departmental procedures.
- Ability to understand and carry out oral and written instructions.
- 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**

Graduation from high school or possession of an acceptable equivalency diploma. Three years of secretarial/clerical and typing experience.

*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. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

## **SPECIAL REQUIREMENTS**

None

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

Rev. 10/2021

**Bargaining Unit:** Bargaining and Non-Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 19

**Location:** Multiple

**GERS:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 126**

**SERVICE WORKER IV**

**GENERAL**

Advanced and responsible manual labor duties of a skilled nature which may involve lead work.

**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.*

- May perform near journeyman level work or a trades helper work.
- Supervises workers performing a wide variety of maintenance or construction duties.
- Performs skilled manual labor work including the operation of maintenance or construction equipment.
- May compile and submit some written records and reports.
- May be responsible for obtaining materials, supplies and equipment used in the work of his crew of workers.
- May be responsible for the operation of certain specified skilled manual labor activities. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the methods, tools, equipment and materials used in the particular field of specialized manual labor work.
- Ability to perform direct supervision over a crew of workers.
- Ability to operate various pieces of maintenance or construction equipment.
- Ability to prepare accurate records and reports of a minor nature.
- Ability to drive a truck, if required.
- Ability to accept responsibility for a specialized maintenance operation.
- 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. Extensive experience in maintenance or construction work with considerable experience in the particular field of work in which he is assigned. Some experience in operating maintenance and construction machinery and equipment and in supervising 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. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Sufficient physical strength to perform heavy manual labor work. Occasional lifting of up to 100 lbs.

## **SPECIAL REQUIREMENTS**

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

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

Rev. 10/2021

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 21G

**Location:** Public Works

**GERS:** Regular Class

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 440**

**UTILITIES TREATMENT PLANT OPERATOR I**

**GENERAL**

Specialized work in the operation of a water treatment plant on an assigned shift.

**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 the processes/equipment at the Water Treatment/Reuse Plants in order to meet compliance requirements and produce high quality drinking water and sufficient volume of quality reuse water.
- Operates pumps, filters, chemical feed systems, disinfection systems, lime slakers, membranes and other Water Treatment/Reuse equipment and documents their use.
- Performs routine chemical tests for process control, minor equipment maintenance, and housekeeping.
- Observes, interprets and documents online data for process control and permit compliance.
- Follows shift Standard Operating Procedures (SOPs) and completes assigned duties.
- Must follow safety procedures and promote a safe environment.
- Provide excellent customer service to internal & external customers.
- Regulates rate of water flow to and from filters.
- Places filters into and off line. Washes filters.
- Regulates machines, adds chemicals to water under treatment.
- Reads and changes a variety of charts and meters.
- Keeps log sheets and prepares operating reports.
- Maintains proper water pressure and water storage levels as required.
- Participates in making minor repairs to mechanical equipment and reports major breakdowns.
- Informs supervisor of mechanical defects.
- Assists in the maintenance and repair of machinery and equipment.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the proper methods of repairing, lubricating and maintaining mechanical equipment such as adjust water pumps, instrumentation, chemical feed machines and other water plant equipment.
- Knowledge of the principles, practice, equipment and methods used in water treatment and pumping operations.
- Knowledge of regulatory and permit requirements related to water plants/reuse plants and distribution systems.
- Knowledge of chemistry as applied to water treatment.
- Knowledge of laboratory procedures.
- Knowledge of software programs, such as Microsoft Office Suite, maintenance control programs and SCADA preferred. Testing will be conducted on MS Office products.
- Knowledge of the occupational hazards connected with treatment plants and related activities and of necessary safety precautions
- Knowledge of treatment plants best practices and maintenance management systems.
- Ability to see, read, talk, hear, handle or feel objects and controls.
- Willingness to obtain additional licenses.

- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- 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 work all shifts and fill in for other staff.
- Ability to work during emergency conditions such as hurricanes and other natural disasters.
- Ability to maintain, repair and adjust water pumps, chemical feed machines and water plant equipment.
- Ability to check the operation of equipment and to detect defects in operation.
- Ability to take accurate readings; ability to keep records and to make arithmetical computations.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

High school diploma or equivalent. Minimum of a Class "C" Florida State Water Treatment Plant Operator's License at time of appointment. College courses a plus. Florida Class "A" Drinking Water Treatment Plant Operator License desirable. A Florida Wastewater Treatment Plant Operator License desirable. Valid Florida driver's license required. Willing to work all shifts and fill in for other staff. Willing to work during emergency conditions such as hurricanes and other natural disasters.

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. Physical abilities include walking, kneeling, climbing, lifting, bending, stooping, pushing and pulling. Ability to perform moderate moving up to 50 lbs. The noise level in this environment is usually moderate but can be intense. Work is performed indoors and outdoors. Exposure to chemicals, some hazardous, machinery hazards and adverse outdoor weather conditions. Some job duties require personal protective equipment therefore applicant must be able to pass a pulmonary function medical test. Must have ability to detect differences between colors, including shades of color and brightness.

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 and an acceptable driving record.

**Rev: 10/2021**

**Bargaining Unit: Bargaining**

**FLSA: Non Exempt**

**Classification: 23/42**

**Location: Utility Department**

**GERS: Regular Class**



**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 441**

**UTILITIES TREATMENT PLANT OPERATOR II**

**GENERAL**

Responsible lead and technical position over an assigned shift in the operation of a water treatment plant. Reports to the Utilities Treatment Plant Supervisor. Can fill in for Operations Supervisor.

**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.)

- Operates the processes/equipment at the Water Treatment/Reuse Plants in order to meet compliance requirements and produce high quality drinking water and sufficient volume of quality reuse water.
- Operates pumps, filters, disinfection systems, lime slakers, membranes and other Water Treatment/Reuse equipment and documents their use.
- Supervises and motivates shift plant operators and operator trainees.
- Performs routine chemical tests for process control (including jar testing), minor equipment maintenance and housekeeping.
- Responsible for ordering and maintaining needed levels of chemicals and supplies.
- Observes, interprets and documents online data for process control and permit compliance.
- Works closely with Reuse Operators and Maintenance Supervisor.
- Communicates with Supervisors, staff from own and other shifts and ensures that staff under supervision communicate with other staff and shifts.
- Incumbent must be proactive and work to provide excellent customer service to internal and external customers.
- Must follow safety procedures and promote a safe work environment.
- Conducts plant tours as needed.
- Trains and develops staff
- Works with staff to improve and implement efficiency and processes.
- Assists with development and updating of performance standards, SOPs, Job Safety Analyses and employee work schedules.
- Prepares staff annual performance evaluation.
- Keeps log sheets and prepares operating reports.
- Maintains proper water pressure and water storage levels as required.
- Participates in making minor repairs to mechanical equipment and reports major breakdowns.
- Assists in the maintenance, repair and the overhaul of machinery and equipment.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the principles, practice, equipment and methods used in water treatment and pumping operations
- Knowledge of regulatory and permit requirements related to water plants/reuse plants and distribution systems.
- Knowledge of the occupational hazards connected with water plant and related activities and of necessary safety precautions
- Knowledge of the proper methods of repairing, lubricating and maintaining mechanical equipment such as adjust water pumps, instrumentation, chemical feed machines and other water plant equipment.
- Knowledge of chemistry as applied to water treatment.
- Knowledge of laboratory procedures
- Knowledge of software programs, such as Microsoft Office Suite, maintenance control programs and SCADA preferred.
- Knowledge of treatment plants best practices and maintenance management systems/

- Ability to troubleshoot problems and provide solutions.
- Ability to check the operation of equipment and to detect defects in operation.
- Ability to take accurate readings, keep records and to make arithmetical computation.
- Ability to supervise and develop staff using good management and training skills.
- Ability to obtain additional licenses.
- Ability to see, read, talk, hear, handle or feel objects and controls.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- 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 communicate clearly and concisely, both orally and in writing.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

High school diploma or equivalent required, college courses work a plus. Must possess a Class “B” Water Operator License; Class “A” Water Operator License desirable. Possession of Wastewater License desirable. Candidates should possess strong written and verbal communications skills. Three years of operating experience. Supervisory experience preferred.

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. The noise level in this environment is usually moderate. Work is performed both indoors and outside. Physical abilities include walking, kneeling, climbing, lifting, bending, stooping, pushing and pulling. Ability to perform moderate moving up to 50 lbs. The noise level in this environment is usually moderate but can be intense. Exposure to chemicals (some hazardous), machinery hazards and adverse outdoor weather conditions. Some job duties required personal protective equipment therefore; applicant must be able to pass a pulmonary function medical test. Must have ability to detect differences between colors, including shades of color and brightness.

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 and an acceptable driving record.

**Rev: 10/2021**

**Bargaining Unit: Bargaining**

**FLSA: Non Exempt**

**Classification: 24/42**

**Location: Utility Department**

**GERS: Regular Class**

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 435**

**UTILITIES TREATMENT PLANT TRAINEE**

**GENERAL**

This is work in learning the fundamentals of water treatment plant operations. After instructions and orientation, the employee will be expected to carry out those routine details as performed by a Water Plant Operator I. This position is classified as “Essential” and requires working different shifts, emergencies and overtime.

**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.*

- Controls the processes/equipment at the Water Treatment/Reuse Plants in order to meet compliance requirements and produce high quality drinking water and sufficient volume of quality reuse water.
- Operates pumps, filters, chemical feed systems, lime slakers, membranes and other Water Treatment/Reuse equipment and documents their use.
- Performs routine chemical tests for process control, and housekeeping duties.
- Communicate with supervisors, and other shift members to ensure proper communication during and between shift exchanges.
- Observes, interprets and documents online data for process control and permit compliance.
- Must follow safety procedures and promote a safe work environment.
- Provide excellent customer service to internal and external customers.
- Regulates rate of flow of water to and from filters.
- Puts filters into and out of line. Washes filters.
- Generally regulates machines adding chemicals to water under treatment.
- Reads and changes a variety of charts, meters, and keeps log sheets and prepares operating reports.
- Informs supervisor of any mechanical defects.
- Assists with the maintenance, repair and overhaul of machinery and equipment.
- Licensed trainees will fill in for operators as needed.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the proper methods of repairing, lubricating and maintaining mechanical equipment such as adjust water pumps, instrumentation, chemical feed machines and other water plant equipment.
- Knowledge of the principles, practice, equipment and methods used in water treatment and pumping operations.
- Knowledge of regulatory and permit requirements related to water plants/reuse plants and distribution systems.
- Knowledge of chemistry as applied to water treatment.
- Knowledge of laboratory procedures.
- Knowledge of software programs, such as Microsoft Office Suite, maintenance control programs and SCADA preferred. Testing will be conducted on MS Office products.
- Knowledge of the occupational hazards connected with treatment plants and related activities and of necessary safety precautions

- Knowledge of treatment plants best practices and maintenance management systems.
- Willingness to obtain additional licenses.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- 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 work all shifts and fill in for other staff.
- Ability to work during emergency conditions such as hurricanes and other natural disasters.
- Ability to check the operation of equipment and to detect defects in operation.
- Ability to take accurate readings
- Ability to keep records and to make arithmetical computations.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain regular and punctual attendance.

## **MINIMUM QUALIFICATIONS**

High school graduate or equivalent. Must have experience in drinking water or wastewater treatment; or must have completed the approved coursework. As a condition of employment, incumbent must pass the Florida Class “C” Drinking Water or Wastewater Treatment Plant Operators Exam within one year of hire date, obtain a Florida Class “C” Drinking Water or Wastewater Treatment Plant Operators License as prescribed by State law and meet performance standards of Operator I before being promoted to that status by the end of a two year period.

*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. Physical abilities include walking, kneeling, bending, stooping, pushing and pulling. Must be able to perform moderate lifting up to 50 lbs. The noise level in this environment is usually moderate. Work is performed both indoors and outside. Exposure to chemicals, machinery hazards and adverse weather conditions.

## **SPECIAL REQUIREMENTS**

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

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

**Rev. 10/2021**

**Bargaining Unit: Bargaining**

**FLSA: Non Exempt**

**Classification: 21/42**

**Location: Utility Department**

**GERS: Regular Class**

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 424**

**UTILITY 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. Must follow regulatory requirements, safety procedures and promote a safe work environment. Provide excellent customer service to internal and external customers. A strong understanding of ethical behavior is required.

**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.
- Performs related work as required.
- 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. Provide excellent customer service to internal and external customers.

- 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).
- Does other general manual labor work and perform routine tasks without being asked.

## **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.
- General 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.
- Basic Mathematical skills.
- 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 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 execute orders with occasional guidance in planning and organization of job.
- Ability to correctly interpret written and/or oral instructions from 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 equipments that are necessary for the job.

### **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 Drivers 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. Candidates must possess effective communication skills with the ability to speak, write and understand English. Must be able to operate a computer and Microsoft Office.

*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. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. 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.

**Created** 11/2012  
**Bargaining Unit:** Bargaining  
**FLSA:** Non-Exempt  
**Classification:** 21/42  
**Location:** Utility Department  
**GERS:** Regular Class