

## CITY OF CORAL SPRINGS Classification Description

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**CLASSIFICATION TITLE:** Utilities Coordinator  
**FUNCTIONAL AREA:** Public Works Department

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### WORK OBJECTIVE:

Professional and technical work of a difficult and responsible nature in assisting in supervising, directing, and coordinating activities related to the installation, operation, and maintenance of the City's water supply and water distribution systems. Work is performed under the general supervision and performance is reviewed through conferences, reports, and results obtained.

### ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, organizes, directs, and coordinates activities related to water supply, water distribution, reclaimed water, or wastewater collection.
- Reviews the plans for improvements or rehabilitation to the system, and provides technical support to ensure the progress of activities in the field related to the construction of the improvements.
- Schedules daily work assignments related to the operation and maintenance of the system.
- Assists in the preparation and monitoring of budget activities, operation and maintenance records, reports, safety procedures, and rules and regulations.
- Conducts employment interviews, reviews employee evaluations, and supervises any disciplinary action cases.
- Maintains contact with citizens regarding inquires, complaints, or requests for service.

### MINIMUM QUALIFICATIONS:

#### **Education / Certifications / Experience –**

High school diploma or equivalent certification supplemented by three (3) to five (5) years responsible experience in engineering or public utilities work of a responsible nature, two (2) of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience. Possession of an appropriate State of Florida Drivers License and must have an acceptable driving record.

#### **Knowledge, Skills, & Abilities –**

Thorough knowledge of the methods, materials, practices, and equipment used in construction and maintenance activities.

Thorough knowledge of the occupational hazards associated with public utilities activities and the associated safety precautions and training required.

## **Utilities Coordinator**

Ability to supervise and organize operation and maintenance activities and have effective working relationships with employees.

Ability to organize, guide, and participate in group meetings in an effective manner and deal with public relations problems effectively, courteously, and tactfully.

### **PHYSICAL REQUIREMENTS:**

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

### **ENVIRONMENTAL REQUIREMENTS:**

Some tasks include working around moving parts, light to moderate weight motor equipment, and materials handling where physical risks are predictable and/or controllable by observance of standard safety precautions.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.