

CREW LEADER I

GENERAL DEFINITION

Employees in this classification perform technical and skilled work in the capacity of a working crew leader in an assigned City Division. Division assignments for this classification include: Parks, Stormwater, Streets, Buildings, and Solid Waste. These duties include the direct daily supervision of personnel and coordination of their operation, maintenance and repair activities. Purpose of the work is to ensure the timely accomplishment of work orders and tasks for continuing efficient City operations. Essential job duties, as outlined below, are performed according to the specific functions of division of assignment.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Assigns, instructs, and coordinates activities of division crews engaged in operations, maintenance, and repair activities.
- Oversees the effective utilization of labor, equipment, parts, materials and supplies assigned to specific projects.
- Receives inquiries and complaints from the public and coordinates timely resolution; responds to emergencies involving the work and responsibilities of the Division.
- Assures employee adherence to established safety standards, and promotes awareness of the exposures and potential hazards of the work.
- Coordinates and supervises the operation of all equipment, power tools and vehicles.
- Trains subordinates in safe and proper operational practices, procedures, and techniques.
- Maintains records of labor, equipment and materials used and other essential data records specific to the Division; assists the Foreman in preparation of monthly reports as directed.
- Performs manual labor and operates assigned equipment, tools or vehicles as needed.
- Monitors work in progress and assists as needed; provides guidance and instruction in the more complex aspects of the work.
- Tests and inspects completed projects/tasks for adherence to work orders, job specifications, and applicable regulatory standards.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge and skill in principles and methods of operating assigned equipment.
- Ability to give clear and specific verbal or written instructions as well as to understand and follow verbal or written instructions.
- Ability to supervise groups of employees under field conditions.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.
- Knowledge of OSHA safety standards and regulatory issues affecting the functions of the assigned division.

PHYSICAL REQUIREMENTS

CREW LEADER I

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.
- Written and oral communications skills.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by three (3) years progressively knowledgeable experience in the field applicable to the assigned division (e.g., Parks, Stormwater, Streets, Buildings, Solid Waste), with experience in a lead worker capacity and demonstrated technical skills in the more complex aspects of the work. Must hold a State of Florida Class B Driver's License. Additional certification(s) may be required where applicable to the assigned division, (e.g., Turf & Ornamental Spray Technician, Stormwater Technician). Position may be required to be on call, including nights, holidays and weekends.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Approved by the Civil Service Board on: January 31, 2006

CREW LEADER II

GENERAL DEFINITION

Employees in this classification perform technical and highly skilled work in the capacity of a working crew leader in an assigned City Division. Division assignments for this classification include: Water, Wastewater, and Fleet. These duties include the direct daily supervision of personnel and coordination of their operation, maintenance, repair and service activities. Purpose of the work is to ensure the timely accomplishment of technical work orders and tasks for continuing efficient City fleet and utility operations. Essential job duties, as outlined below, are performed according to the specific functions of division of assignment.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Assigns, instructs, and coordinates activities of division crews engaged in operations, maintenance, and repair activities.
- Oversees the effective utilization of labor, equipment, parts, materials and supplies assigned to specific projects.
- Receives inquiries and complaints from the public and coordinates timely resolution; responds to emergencies involving the work and responsibilities of the Division.
- Assures employee adherence to established safety standards, and promotes awareness of the exposures and potential hazards of the work.
- Coordinates and supervises the operation of all equipment, power tools and vehicles.
- Trains subordinates in safe and proper operational practices, procedures, and techniques.
- Maintains records of labor, equipment, materials, parts and service components used and other essential data records specific to the Division; assists the Foreman in preparation of monthly reports as directed.
- Performs skilled and technical work and operates assigned equipment, tools or vehicles as needed.
- Monitors work in progress and assists as needed; provides guidance and instruction in the more complex aspects of the work.
- Tests and inspects completed projects/tasks for adherence to work orders, job specifications, and applicable regulatory standards.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge and skill in principles and methods of operating assigned equipment.
- Ability to give clear and specific verbal or written instructions as well as to understand and follow verbal or written instructions.
- Ability to supervise groups of employees under field conditions.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.
- Knowledge of OSHA safety standards and regulatory issues affecting the functions of the assigned division.

CREW LEADER II

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.
- Written and oral communications skills.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by three (3) years progressively knowledgeable experience in the field applicable to the assigned division (e.g., Fleet Maintenance & Repair, Utilities Water/Wastewater Distribution/Collection), with experience in a lead worker capacity and demonstrated technical skills in the more complex aspects of the work. Must hold a State of Florida Class B Driver's License. Additional certification(s) may be required where applicable to the assigned division, (e.g., American Service Excellence Certifications, Water/Wastewater Field Technician, CDL B with tanker endorsement). Position may be required to be on call, including nights, holidays and weekends.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Approved by the Civil Service Board on: January 31, 2006

EQUIPMENT OPERATOR

GENERAL DEFINITION

Employees in this classification perform skilled work in the operation of construction maintenance and service equipment. An employee in this class is responsible for the safe and efficient operation of specialized equipment requiring considerable training in proper methods, procedures and techniques. Work may be hazardous and requires a high degree of mental alertness and independent judgment. Assignments are received in the form of verbal or written general work orders or in detailed instruction accompanied with prepared plans. Work is performed under close supervision of the Crew Leader, Foreman or Director.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Operates various types of construction, maintenance and service equipment, including, but not necessarily limited to, bulldozers, motor graders, hoists, cranes, backhoe, loader or combination units, asphalt spreaders, pavers or rollers.
- Equipment may be in fixed locations, wheeled, tracked or trailer vehicle mounted, and may be designed for multi-purpose use and utilize various special attachments.
- Operates specialized equipment such as hoists, bucket trucks, vacuum and pressure cleaning units, work barges and aquatic harvester units.
- Operates light equipment according to the requirements of assigned tasks, e.g., power saws, cutters, drills, rams, spreaders, pressure injectors or sprayers.
- Provides preventative maintenance adjustments and maintains lubrication service schedules of assigned equipment and appurtenances.
- Reads, interprets and follows plans and line drawings.
- Follows established line or grade controls.
- Prepares and maintains required records and reports.
- Performs and/or assists in grounds maintenance activities, e.g., re-sodding, grading, lining.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge in the principles and methods of operating assigned equipment.
- Substantial knowledge of safety in the operation and use of equipment and of the related hazards and precautions.
- Substantial knowledge of methods and materials used in municipal property maintenance.
- Substantial knowledge of methods and materials used in public works construction and excavation.
- Broad knowledge the proper placement of barricades and signage for road and lane closures needed for the protection of vehicular and pedestrian traffic.
- Working knowledge of horticulture in the planting and maintenance of public lands.
- Ability to effect minor repairs and adjustments to assigned equipment and to identify and report operational defects.
- Ability to understand and follow verbal and written instruction.
- Ability to prepare written records of work performed.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.

EQUIPMENT OPERATOR

- Ability to read, interpret and apply instructions and problem-solving techniques contained in technical specifications applicable to the assigned projects / tasks.
- Ability to provide guidance and instruction to lesser skilled staff on equipment operation.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by three (3) years previous experience operating various types of medium construction and service equipment (as listed herein). Must hold a State of Florida Class B Driver's License. Position may be required to be on call, including nights, holidays and weekends.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Approved by the Civil Service Board on: January 31, 2006

FACILITIES MAINTENANCE FOREMAN

GENERAL DEFINITION

Employees in this classification perform technical and highly skilled work in the capacity of a working foreman within the Public Works Division. These duties include the direct daily supervision of personnel and coordination of their operation, maintenance, repair and service activities. Purpose of the work is to ensure the timely accomplishment of technical work orders and tasks for continuing efficient building maintenance operations. Essential job duties, as outlined below, are performed according to the specific functions of division of assignment.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are listed in no order of importance. 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.

- Inspects and maintains City buildings and facilities; assigns, instructs, and coordinates activities of building maintenance crews engaged in operations, maintenance, and repair activities; coordinates, assigns and supervises vendor project timelines.
- Oversees the effective utilization of labor, equipment, parts, materials and supplies assigned to specific projects.
- Receives inquiries and complaints and coordinates timely resolution; responds to emergencies; prioritizes and schedules maintenance and repair operations.
- Coordinates and supervises the operation of all equipment, power tools and vehicles.
- Trains subordinates in safe and proper operational practices, procedures, and techniques.
- Monitors work in progress and assists as needed; provides guidance and instruction in the more complex aspects of the work.
- Performs skilled and technical work and operates assigned equipment, tools or vehicles as needed.
- Tests and inspects completed projects/tasks for adherence to work orders, job specifications, and applicable regulatory standards.
- Ensures employee adherence to established safety standards, and promotes awareness of the exposures and potential hazards of the work.
- Prepares various monthly, quarterly and annual reports; maintains records of labor, equipment, materials, parts and service components used and other essential data records specific to the Division.
- Ensures compliance with all applicable laws, ordinances, codes, administrative and safety policies.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to supervise groups of employees under field conditions.
- Ability to give clear and specific verbal or written instructions as well as to understand and follow verbal or written instructions.
- Ability to supervise groups of employees under field conditions.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.
- Knowledge of OSHA safety standards and regulatory issues affecting the functions of the assigned division.

FACILITIES MAINTENANCE FOREMAN

- Considerable knowledge and skill in principles and methods of various trades work, e.g., electrical, plumbing, HVAC, carpentry, plaster, masonry, painting and wall coverings.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by four (4) years progressively knowledgeable experience in public works building maintenance and repair, with two (2) years experience in a lead worker capacity and demonstrated technical skills in the more complex aspects of the work; or an equivalent combination of education, training and/or experience. Must hold a State of Florida Driver's License. Additional certification(s) may be required where applicable to the assigned division, Position is required to be on call, including nights, holidays and weekends.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.
- Written and oral communications skills.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Presented and approved by the Civil Service Board on: January 13, 2009

FACILITIES MAINTENANCE WORKER

GENERAL DEFINITION

Employees in this classification perform semi-skilled to skilled work in the general maintenance and repair of City facilities and buildings. Employees in this classification typically function independently depending on the nature of the work assignment, but may be assigned as part of a work crew on larger projects. Work is subject to general supervision and employee receives instructions subsequent to each new job assignment. Employees in this classification will work with contractors that have been engaged to provide the City with large scale and/or more complex maintenance and construction activities.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Functions independently or as part of a work crew in maintaining and repairing City facilities and buildings.
- Operates and maintains hand and power tools and equipment associated with job tasks.
- Exercises independent objective judgment in calling for supervision or assistance in tasks.
- Performs general maintenance for the aesthetic appearance of assigned areas, e.g., picking up trash, general cleaning.
- Performs general maintenance and repair in the electrical trade, e.g., installing and replacing switches and outlets, installing and replacing lights.
- Performs general maintenance and repair in the painting and carpentry trades, e.g., installing and replacing doors, windows, locks.
- Performs general maintenance and repair in the plumbing trade, e.g., installing and repairing faucets, drains, water fountains.
- Adheres to prescribed safety standards and regulatory requirements.
- Inspects completed work for proper operation and safety.
- Assists with the work orders of other work crews as directed.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of the use and care of manual and power hand tools and equipment utilized in the facilities construction and repair field.
- Substantial knowledge of the semi-skilled tasks associated with minor construction and repair in the various trade disciplines, e.g., electrical, carpentry, plumbing.
- Ability to understand and follow verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.

PHYSICAL REQUIREMENTS

FACILITIES MAINTENANCE WORKER

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.
- Must be able to work in close and confined spaces.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by two (2) years previous experience in general facilities construction maintenance, demonstrating broad working knowledge of principles, tools and methods of general repairs in the electrical, carpentry and plumbing disciplines. Must hold a State of Florida Driver's License. Position may be required to be on call, including nights, holidays and weekends.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.
- Must be able to work in close and confined spaces.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Approved by the Civil Service Board on: March 13, 2006

FLEET ASSISTANT

GENERAL DEFINITION

Employees in this classification assist with all aspects of work in the City's Fleet Division as directed. Work areas include cleaning and sanitation of refuse collection vehicles and equipment, and retrieval of parts and components for fleet service and repairs. Employees in this classification also assist with fleet service and repair jobs within scope of knowledge and abilities.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Cleans and sanitizes refuse collection vehicles and other fleet equipment maintained by the City for City operations.
- Performs parts and components retrieval for maintenance, repair and service of City fleet.
- Performs deliver and pickup of vehicles as directed.
- Performs errands as directed by City Administration.
- Performs general facilities maintenance tasks, e.g., sweeping, cleaning, emptying trash.
- Assists Mechanic staff as directed within scope of knowledge and abilities.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of safety rules and requirements.
- Ability to understand and follow oral and written instructions.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent with demonstrated safe driving record. Must hold a State of Florida Driver's License.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 35 pounds.

FLEET ASSISTANT

- Vision ability includes close and peripheral vision and depth perception.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Approved by the Civil Service Board on: January 31, 2006

FLEET FOREMAN

GENERAL DEFINITION

Employees in this classification perform technical and highly skilled work in the capacity of a working foreman in the City's Fleet Maintenance Division. These duties include the direct daily supervision of personnel and coordination of their operation, preventive maintenance and repair activities. Purpose of the work is to ensure the efficient operations and timely preventive maintenance and repair of the City-wide vehicle and equipment fleet. Employees in this classification maintain appropriate materials and parts inventory, develop equipment specifications, and assist mechanic staff in the more complex aspects of the work. Work is performed under the direction of the Assistant Public Works Director and/or Public Works Director.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Assigns, instructs, and coordinates activities of division mechanic staff engaged in operation, preventive maintenance, repair and servicing of the City's vehicle and equipment fleet.
- Coordinates the utilization of labor, equipment, parts, materials and supplies assigned to vehicle and equipment maintenance and repair.
- Responds to emergencies involving the work and responsibilities of the Division.
- Develops equipment specifications; inspects new equipment acquisitions for conformance to requested specifications.
- Promotes and maintains OSHA and other employee safety and training programs and assures employee adherence and awareness of the exposures and potential hazards.
- Ensures the timely restoration of vehicles and equipment for service through coordinating and supervising staff activities in a manner to minimize downtime.
- Performs work of technical nature in assisting and supervising mechanic staff in the more complex aspects of the work, such as repairing specialized equipment.
- Coordinates and supervises the operation of all equipment, power tools and vehicles.
- Trains subordinates in safe and proper operational practices, procedures, and techniques.
- Maintains records of labor, equipment and materials used and other essential data records specific to the Division; assists in the preparation of monthly reports.
- Performs manual labor and operates assigned equipment, tools or vehicles as needed.
- Monitors work in progress and assists as needed.
- Tests and inspects completed projects/tasks for adherence to work orders, job specifications, and applicable regulatory standards.
- Ensures compliance with all applicable laws, ordinances, codes, administrative and safety policies.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge and skill in principles and methods of preventive maintenance, operational standards and repair techniques for automotive, vehicular, and specialized equipment utilized in municipal operations.
- Substantial knowledge of OSHA standards and regulatory requirements of the work.
- Skill in complex diagnostics utilizing state of the art testing and diagnostic systems.

FLEET FOREMAN

- Ability to give clear and specific verbal or written instructions as well as to understand and follow verbal or written instructions.
- Ability to supervise small groups of employees under warehouse/shop field conditions.
- Ability to utilize computers and standard office environment applications, e.g., word processors, spreadsheets, email.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by five (5) years progressively knowledgeable experience in the overhaul of diesel and gasoline powered vehicles and automotive equipment, with experience in a lead worker or supervisory capacity and demonstrated technical skills in the more complex aspects of the work; or an equivalent combination of education, training and/or experience. Must hold a State of Florida Class B Driver's License with air brakes endorsement. Position may be required to be on call, including nights, holidays and weekends.

PREFERRED

Master ASE certification.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.
- Written and oral communications skills.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Presented and approved by the Civil Service Board on: January 13, 2009

IRRIGATION TECHNICIAN

GENERAL DEFINITION

Employees in this classification perform semi-skilled and supervisory work of more than average difficulty in the maintenance, alteration, repair and installation of the City's irrigation systems. An employee in this class is responsible for the efficient operation and maintenance of all City irrigation systems. Under general supervision, work is performed in an independent manner utilizing initiative and sound judgment in planning and scheduling. Work is reviewed under supervision of a Crew Leader or Parks Foreman.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Performs repairs to sprinkler heads, electric and hydraulic valves, PVC pipe and other commonly used piping and irrigation materials and components.
- Checks, repairs, maintains and replaces valves, controllers and minor pumps required to ensure efficient operation of irrigation systems.
- Conducts regular system inspections and performs trouble-shooting exercises.
- Implements sprinkler system upgrades and installations through cooperative efforts with other employees.
- Programs irrigation systems to water according to schedule.
- Develops inventory of parts, supplies and tools necessary for continued efficiency and effective performance.
- Provides instructions and guidance to lesser skilled crew members on the more complex aspects of the work; ensures the accurate completion of tasks.
- Inspects and maintains equipment to assure standards of safety are maintained.
- Requisitions materials and equipment, maintains records of work performed and submits reports as required.
- Performs and/or assists in grounds maintenance activities, e.g., re-sodding, grading, lining.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge in all phases of irrigation system installation, repair, alteration, and maintenance.
- Considerable knowledge of installation techniques of PVC pipe and commonly used fittings; technical specifications and applications of most commonly used irrigation products.
- Considerable knowledge of occupational hazards and of safety precautions appropriate to the type of work performed.
- Knowledge of irrigation management principles.
- Knowledge of the various types, installation principles and applications of irrigation components, e.g., spray, bubbler, drip, rotary, shrub, pop up, rain sensor.
- Knowledge of backflow prevention installation principles and techniques.
- Working knowledge of electricity from low voltage to two phase voltage and ability to trouble shoot 110 or 220 volt controllers, low voltage control wire, pump station hook ups , etc.
- Ability to operate medium equipment used in irrigation system installation and maintenance.
- Ability to operate and work with machinery and sharp tools.

IRRIGATION TECHNICIAN

- Ability to read, interpret and apply instructions and problem-solving techniques contained in technical specifications applicable to the assigned irrigation system(s).
- Ability to provide guidance and instruction to lesser skilled staff on standard irrigation repair principles and techniques.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by one (1) year previous experience performing irrigation systems related maintenance. Must hold a valid State of Florida driver's license. Possess or acquire an ornamental and turf spray license within 12 months of appointment. Position may be required to be on call, including nights, holidays and weekends.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Vision ability includes close and peripheral vision, color distinction, and depth perception.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Approved by the Civil Service Board on: September 12, 2006

LEAD SERVICE WORKER

GENERAL DEFINITION

Employees in this classification perform semi-skilled to skilled work frequently requiring manual labor in the maintenance and care of parks, public lands, streets and right-of-ways. Employees in this classification typically function as part of a work crew in a lead worker capacity, but may work independently depending on the nature of the work assignment. An employee may be trained and assigned to operate various associated equipment on a relief or intermittent basis. Work is subject to general supervision and employee receives instructions subsequent to each new job assignment. Leads other employees and technicians in all aspects of assignments by written order or verbal instruction.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Functions in a lead work capacity for manual labor crews in maintaining grounds, landscaping, parks, public lands, streets and right-of-ways.
- Performs manual labor in the loading and unloading of materials and supplies necessary for accomplishing assigned work orders and tasks.
- Assists in and performs restoration of disturbed concrete, asphalt and landscape areas.
- Operates and maintains hand and power tools and equipment associated with job tasks.
- Exercises independent objective judgment in calling for supervision or assistance in tasks.
- Performs general maintenance for the aesthetic appearance of assigned areas, e.g., picking up trash, general cleaning, installing and replacing turf areas, planting and trimming trees and foliage.
- Applies herbicides and insecticides in accordance with prescribed safety standards and regulatory requirements.
- Inspects assigned work areas for proper maintenance and safety, e.g., athletic fields, playground equipment, streets and sidewalks restoration, grounds and turf restoration.
- Assists in removal of debris from canals, waterways, parks, streets, athletic complexes, public lands and right-of-ways.
- Assists with the work orders of other work crews as directed.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of the use and care of simple manual and power hand tools.
- Ability to learn the use and maintenance of associated vehicles and equipment.
- Ability to lead other employees in accomplishing assigned work orders in a manner to ensure proper job completion.
- Ability to issue verbal and written instructions.
- Ability to understand and follow verbal and written instructions.
- Ability to perform heavy manual labor for extended periods, often under varying climatic conditions.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.

LEAD SERVICE WORKER

- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by two (2) years previous experience in landscape and grounds maintenance. Must hold a State of Florida Class B Driver's License. Must obtain Turf & Ornamental Spray Technician license and certification in work zone traffic control (MOT) within six months of hire. Position may be required to be on call, including nights, holidays and weekends.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.
- Must be able to work in close and confined spaces.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Approved by the Civil Service Board on: June 13, 2006

MECHANIC I

GENERAL DEFINITION

Employees in this classification perform skilled work in the preventive maintenance, diagnostics and repair of diesel and gasoline powered automobiles, trucks, heavy construction and specialized equipment. Work also includes servicing and repair of small equipment, such as lawn mowers and related grounds maintenance equipment. Work is performed under the direct supervision of the Garage Foreman.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Performs general preventive maintenance, diagnosis, and major repair work on automobiles, heavy equipment and apparatus, including packers, trucks, graders, dozers, fire fighting vehicles and related equipment.
- Adjusts, services, and repairs equipment following manuals and using hand tools, power tools, and a knowledge of electrical, power brakes, power steering, transmission, brake systems, air brake systems, and automotive electronic systems.
- Receives job orders and diagnoses reported discrepancies.
- Installs new ignition systems; replaces and/or overhauls transmissions, differentials, front and rear axle assemblies, air conditioning, cooling, fuel, and exhaust systems.
- Repairs and overhauls brake systems; installs, repairs, and adjusts hydraulic controls and systems.
- Tests and inspects vehicles and equipment upon job completion for proper operating conditions and adherence to job specifications, work orders and/or other instructions.
- Ensures adherence to safety and accident prevention standards and regulatory guidelines.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge and skill in principles and methods of preventive maintenance, operational standards and repair techniques for automotive, vehicular, and specialized equipment utilized in municipal operations.
- Knowledge of OSHA standards and regulatory requirements of the work.
- Skill in diagnostics utilizing state of the art testing and diagnostic systems.
- Ability to understand and follow verbal and written instruction.
- Ability to prepare written records of work performed.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Ability to read, interpret and apply instructions and problem-solving techniques contained in technical specifications applicable to the assigned projects / tasks.
- Ability to provide guidance and instruction to lesser skilled staff on automobile and equipment maintenance and repair.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.

MECHANIC I

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by one (1) to two (2) years progressively knowledgeable and skilled experience in automotive and equipment maintenance and repair of municipal construction and service equipment; or similar experience. Must hold a State of Florida temporary Class B driving permit. Must obtain valid State of Florida Class B driver's license , with air brakes endorsement within 180 days from issuance of temporary driving permit. Position may be required to be on call, including nights, holidays and weekends.

PREFERRED

One (1) Automotive Service Excellence (ASE) certification in approved service category (e.g., brakes, suspension and steering, heating and air conditioning, electronic systems, etc.).

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Approved by the Civil Service Board on: April 11, 2006

MECHANIC II

GENERAL DEFINITION

Employees in this classification perform highly skilled work in the preventive maintenance, diagnostics and repair of diesel and gasoline powered automobiles, trucks, heavy construction and specialized equipment. Work also includes servicing and repair of small equipment, such as lawn mowers and related grounds maintenance equipment. Work is performed under the direct supervision of the Garage Foreman.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Performs general preventive maintenance, diagnosis, and major repair work on automobiles, heavy equipment and apparatus, including packers, trucks, graders, dozers, fire fighting vehicles and related equipment.
- Adjusts, services, and repairs equipment following manuals and using hand tools, power tools, and a knowledge of electrical, power brakes, power steering, transmission, brake systems, air brake systems, and automotive electronic systems.
- Receives job orders and diagnoses reported discrepancies.
- Installs new ignition systems; replaces and/or overhauls transmissions, differentials, front and rear axle assemblies, air conditioning, cooling, fuel, and exhaust systems.
- Repairs and overhauls brake systems; installs, repairs, and adjusts hydraulic controls and systems.
- Tests and inspects vehicles and equipment upon job completion for proper operating conditions and adherence to job specifications, work orders and/or other instructions.
- Ensures adherence to safety and accident prevention standards and regulatory guidelines.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge and skill in principles and methods of preventive maintenance, operational standards and repair techniques for automotive, vehicular, and specialized equipment utilized in municipal operations.
- Knowledge of OSHA standards and regulatory requirements of the work.
- Skill in diagnostics utilizing state of the art testing and diagnostic systems.
- Ability to understand and follow verbal and written instruction.
- Ability to prepare written records of work performed.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Ability to read, interpret and apply instructions and problem-solving techniques contained in technical specifications applicable to the assigned projects / tasks.
- Ability to provide guidance and instruction to lesser skilled staff on automobile and equipment maintenance and repair.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.

MECHANIC II

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by three (3) years progressively knowledgeable and skilled experience in automotive and equipment maintenance and repair of municipal construction and service equipment; or an equivalent combination of education, training and/or experience. Must hold a State of Florida Class B Driver's License with air brakes endorsement. Three (3) Automotive Service Excellence (ASE) certifications in approved service categories (e.g., brakes, suspension and steering, heating and air conditioning, electronic systems, etc.). Position may be required to be on call, including nights, holidays and weekends.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Approved by the Civil Service Board on: January 31, 2006

PARKS FOREMAN

GENERAL DEFINITION

Employees in this classification perform in the capacity of a working foreman in directing a municipal program of parks, grounds, and landscape maintenance. Work involves the responsibility for coordination of operational activities and equipment in parks and grounds maintenance, and supervision of assigned crews. Duties include supervision and assistance in operation of heavy and light automotive equipment engaged in lot clearing, hauling trash and debris, tree and shrub pruning and removal. Provides direction and assistance to crews engaged in planting, transplanting, spraying, mowing, trimming, and maintenance of park facilities. Work is performed under the supervision of the Assistant Parks & Recreation Director and/or the Parks & Recreation Director.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Assigns, instructs, and coordinates activities of division support staff engaged in parks, grounds, irrigation and landscape maintenance.
- Coordinates the utilization of labor, equipment, parts, materials and supplies assigned to work crews under charge.
- Receives inquiries and complaints from the public and coordinates timely resolution; responds to emergencies involving the work and responsibilities of the Division.
- Reads and comprehends plans and drawings of systems; maintains records regarding all crew and contractor work.
- Promotes and maintains OSHA and other employee safety and training programs and assures employee adherence and awareness of the exposures and potential hazards.
- Coordinates and supervises the operation of all equipment, power tools and vehicles.
- Trains subordinates in safe and proper operational practices, procedures, and techniques.
- Maintains records of labor, equipment and materials used and other essential data records specific to the Division; assists in the preparation of monthly reports.
- Performs manual labor and operates assigned equipment, tools or vehicles as needed.
- Monitors work in progress and assists as needed; provides guidance and instruction in the more complex aspects of the work.
- Tests and inspects completed projects/tasks for adherence to work orders, job specifications, and applicable regulatory standards.
- Ensures compliance with all applicable laws, ordinances, codes, administrative and safety policies.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of grounds, parks and landscape maintenance.
- Working knowledge of the use of park maintenance equipment and tools used in maintenance and repair work.
- Skill in operation and care of light maintenance and medium automotive equipment.
- Working knowledge of landscaping, including care and installation of a variety of plants, trees, and flowers.

PARKS FOREMAN

- Ability to give clear and specific verbal or written instructions as well as to understand and follow verbal or written instructions.
- Ability to coordinate schedules and supervise employees located in the field.
- Ability to utilize computers and standard office environment applications, e.g., word processors, spreadsheets, email.
- Ability to establish and maintain effective working relationships with other employees and to meet and deal tactfully with the general public.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by five (5) years progressively knowledgeable experience in the grounds and landscape maintenance field, with experience in a lead worker or supervisory capacity and demonstrated technical skills in the more complex aspects of the work. Must hold a State of Florida Class B Driver's License. Certification as an Ornamental & Turf Spray Technician and Management of Traffic (MOT) training. Position may be required to be on call, including nights, holidays and weekends.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.
- Must be able to work in close and confined spaces.
- Written and oral communications skills.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Presented and approved by the Civil Service Board on: January 13, 2009

REFUSE SERVICE OPERATOR

GENERAL DEFINITION

Employees in this classification perform skilled work in the operation of commercial/residential refuse and recycling vehicles and equipment. An employee in this class is responsible for the safe and efficient operation of equipment that requires specialized training. Assignments may involve the completion of established routes as determined by management, or work orders for special collection activities. Work hours depending upon the type of collection activity may require tasks basis work and involve various start times and shifts. Work is subject to inspection for efficiency, quality of operation and adherence to departmental policies. Work is performed under the supervision of the Solid Waste Crew Leader or Foreman.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Operates refuse and recycling collection equipment safely and efficiently in the collection of containers of refuse, garbage, trash and or recycling material.
- Provides service to commercial and residential customers as directed and according to established/assigned collection route.
- Lifts and loads refuse, trash, discarded equipment and household items.
- Reports equipment operational deficiencies for prompt repair/maintenance.
- Performs minor adjustments to equipment within scope of abilities as necessary.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge/skill in the principles and methods of operating assigned equipment.
- Ability to determine address locations.
- Working knowledge of safety rules and requirements.
- Ability to make minor repairs and adjustments to equipment and to check operating defects.
- Ability to understand and follow oral and written instructions.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent with demonstrated safe driving record. Must hold a State of Florida Class B Driver's License with Air Brake Endorsement.

PREFERRED

Six (6) months experience in the operation of residential / commercial refuse collection equipment.

PHYSICAL REQUIREMENTS

REFUSE SERVICE OPERATOR

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Approved by the Civil Service Board on: January 31, 2006

SERVICE WORKER

GENERAL DEFINITION

Employees in this classification perform entry-level to semi-skilled work frequently requiring manual labor in the maintenance and care of parks, public lands, streets and right-of-ways. Employees in this classification typically function as part of a work crew, but may work independently depending on the nature of the work assignment. An employee may be trained and assigned to operate various associated equipment on a relief or intermittent basis. Work is subject to close supervision and employee receives instructions subsequent to each new job assignment. Constant supervision is not required for routine and repetitive tasks. Assists other employees and technicians in all aspects of assignments by written order or verbal instruction.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Performs manual labor in the loading and unloading of materials and supplies necessary for accomplishing assigned work orders and tasks.
- Assists in and performs restoration of disturbed concrete, asphalt and landscape areas.
- Operates and maintains hand and power tools and equipment associated with job tasks.
- Exercises independent objective judgment in calling for supervision or assistance in tasks.
- Performs general maintenance for the aesthetic appearance of assigned areas, e.g., picking up trash, general cleaning, installing and replacing turf areas, planting and trimming trees and foliage.
- Applies herbicides and insecticides in accordance with prescribed safety standards and regulatory requirements.
- Inspects assigned work areas for proper maintenance and safety, e.g., athletic fields, playground equipment, streets and sidewalks restoration, grounds and turf restoration.
- Assists in removal of debris from canals, waterways, parks, streets, athletic complexes, public lands and right-of-ways.
- Assists with the work orders of other work crews as directed.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of the use and care of simple manual and power hand tools.
- Ability to learn the use and maintenance of associated vehicles and equipment.
- Ability to understand and follow verbal and written instructions.
- Ability to perform heavy manual labor for extended periods, often under varying climatic conditions.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.

SERVICE WORKER

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by one (1) year labor experience. Must hold a State of Florida Driver's License. Must obtain Turf & Ornamental Spray Technician license and certification in work zone traffic control (MOT) within one (1) year of assignment. Position may be required to be on call, including nights, holidays and weekends.

PREFERRED

Florida Class B Driver License

One (1) year experience in general landscape and grounds maintenance.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.
- Must be able to work in close and confined spaces.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Approved by the Civil Service Board on: June 13, 2006

SOLID WASTE FOREMAN

GENERAL DEFINITION

Employees in this classification perform technical and skilled work in the capacity of a working foreman in the City's Solid Waste Division. These duties include the direct daily supervision of personnel and coordination of their operation, maintenance and repair activities. Purpose of the work is to ensure the efficient management of the City's refuse removal and recycling operations, including route scheduling and resolving customer concerns. This employee may assist in the overall supervision of the Division in the absence of departmental management.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Assigns, instructs, and coordinates activities of division support staff engaged in collection and disposal of the City's refuse removal and recycling programs.
- Establishes collection routes and assigns routes to drivers; coordinates service for commercial accounts and special pickups.
- Receives requests for and provides delivery of carts and recycling containers.
- Investigates accidents and prepares proper reporting of such accordingly.
- Coordinates the utilization of labor and equipment according to needs of the Division.
- Receives inquiries and complaints from the public and coordinates timely resolution; responds to emergencies involving the work and responsibilities of the Division.
- Promotes and maintains OSHA and other employee safety and training programs and assures employee adherence and awareness of the exposures and potential hazards.
- Coordinates and supervises the operation of all equipment, tools and vehicles.
- Trains subordinates in safe and proper operational practices, procedures, and techniques.
- Maintains records of labor, equipment and materials used and other essential data records specific to the Division; assists in the preparation of monthly reports.
- Performs manual labor and operates assigned equipment, tools or vehicles as needed.
- Monitors work in progress and assists as needed; provides guidance and instruction in the more complex aspects of the work.
- Tests and inspects repaired materials and equipment for adherence to work orders, job specifications, and applicable regulatory standards.
- Ensure compliance with all applicable laws, ordinances, codes, administrative and safety policies.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge and skill in principles and methods of operating assigned equipment.
- Ability to give clear and specific verbal or written instructions as well as to understand and follow verbal or written instructions.
- Ability to effectively coordinate route schedules and supervise employees working in the field.
- Ability to utilize computers and standard office environment applications, e.g., word processors, spreadsheets, email.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.

SOLID WASTE FOREMAN

- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by five (5) years progressively knowledgeable experience in municipal solid waste management, with experience in a lead worker or supervisory capacity and demonstrated organizational and customer service skills. Must hold a State of Florida Class B Driver's License with Air Brake Endorsement. Position may be required to be on call, including nights, holidays and weekends.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision and depth perception.
- Written and oral communications skills.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Approved by the Civil Service Board on: February 10, 2009

STORMWATER FOREMAN

GENERAL DEFINITION

Employees in this classification perform technical and highly skilled work in the capacity of a working foreman in the City's Stormwater Division. These duties include the direct daily supervision of personnel and coordination of their operation, maintenance and repair activities. Purpose of the work is to ensure the efficient operations and flows of stormwater runoff, including debris removal and maintenance of waterways and canals. This employee may assist in the overall supervision of the Division in the absence of departmental management. Work is performed under the supervision of the Streets/Stormwater Manager, Assistant Public Works Director and/or the Public Works Director.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Assigns, instructs, and coordinates activities of division support staff engaged in maintenance, repair and servicing of the City's stormwater management systems.
- Coordinates the utilization of labor, equipment, parts, materials and supplies assigned to specific projects.
- Receives inquiries and complaints from the public and coordinates timely resolution; responds to emergencies involving the work and responsibilities of the Division.
- Reads and comprehends plans and drawings of municipal systems and uses instruments to establish, transfer, set and maintain line and grade on construction projects or activities.
- Ensures the effective repair and maintenance of stormwater system components, e.g., catch basins, culverts, canals, streets, debris removal.
- Promotes and maintains OSHA and other employee safety and training programs and assures employee adherence and awareness of the exposures and potential hazards.
- Ensures efficient system management through coordinating and supervising the installation of pipe, cleaning of service lines, excavation, pumping, maintenance and/or system repairs.
- Performs work of a technical nature in the installation, adjusting, testing or operation of various components of specialized equipment.
- Coordinates and supervises the operation of all equipment, power tools and vehicles.
- Trains subordinates in safe and proper operational practices, procedures, and techniques.
- Maintains records of labor, equipment and materials used and other essential data records specific to the Division; assists in the preparation of monthly reports.

STORMWATER FOREMAN

- Performs manual labor and operates assigned equipment, tools or vehicles as needed.
- Monitors work in progress and assists as needed; provides guidance and instruction in the more complex aspects of the work.
- Tests and inspects completed projects/tasks for adherence to work orders, job specifications, and applicable regulatory standards.
- Ensures compliance with all applicable laws, ordinances, codes, administrative and safety policies.

KNOWLEDGE, SKILLS & ABILITIES

- Basic working knowledge of chemistry and math.
- Substantial knowledge and skill in principles and methods of operating assigned equipment.
- Mechanical aptitude and ability to perform installation, maintenance and repair of stormwater management systems, equipment and associated peripheral components.
- Ability to give clear and specific verbal or written instructions as well as to understand and follow verbal or written instructions.
- Ability to supervise small groups of employees under field conditions.
- Ability to utilize computers and standard office environment applications, e.g., word processors, spreadsheets, email.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.
- Knowledge of regulatory issues affecting municipal stormwater management systems.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by five (5) years progressively knowledgeable experience in the stormwater management field, with experience in a lead worker or supervisory capacity and demonstrated technical skills in the more complex aspects of the work. Must hold a State of Florida Class B Driver's License. Certification Class C Stormwater Technician and Certification as an Aquatic Spray Technician. Position may be required to be on call, including nights, holidays and weekends.

PREFERRED

Class B Stormwater Technician and Stormwater Inspector Certification.
OSHA approved trench safety training.

STORMWATER FOREMAN

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.
- Must be able to work in close and confined spaces.
- Written and oral communications skills.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Approved by the Civil Service Board on: February 10, 2009

STREETS FOREMAN

GENERAL DEFINITION

Employees in this classification perform technical and highly skilled work in the capacity of a working foreman in the City's Streets Division. These duties include the direct daily supervision of personnel and coordination of their operation, maintenance and repair activities. Purpose of the work is to ensure the efficient maintenance and repair of streets, right-of-ways, sidewalks, signage and striping, including debris removal in streets and alleyways. This employee may assist in the overall supervision of the Division in the absence of departmental management. Work is performed under the supervision of the Assistant Public Works Director and/or the Public Works Director.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Assigns, instructs, and coordinates activities of division support staff engaged in maintenance, repair and servicing of the City's streets and roadway management systems.
- Coordinates the utilization of labor, equipment, parts, materials and supplies assigned to specific projects.
- Receives inquiries and complaints from the public and coordinates timely resolution; responds to emergencies involving the work and responsibilities of the Division.
- Reads and comprehends plans and drawings of roadway systems and uses instruments to establish, transfer, set and maintain line and grade on construction projects or activities.
- Promotes and maintains OSHA and other employee safety and training programs and assures employee adherence and awareness of the exposures and potential hazards.
- Ensures efficiency through coordinating and supervising the maintenance and repair activities, e.g., sign removal, debris removal, sign installation, road striping, asphalt repair/overlay.
- Coordinates and supervises the operation of all equipment, power tools and vehicles.
- Trains subordinates in safe and proper operational practices, procedures, and techniques.
- Maintains records of labor, equipment and materials used and other essential data records specific to the Division; assists in the preparation of monthly reports.
- Performs manual labor and operates assigned equipment, tools or vehicles as needed.
- Monitors work in progress and assists as needed; provides guidance and instruction in the more complex aspects of the work.
- Tests and inspects completed projects/tasks for adherence to work orders, job specifications, and applicable regulatory standards.
- Ensure compliance with all applicable laws, ordinances, codes, administrative and safety policies.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge and skill in principles and methods of operating assigned equipment.
- Ability to perform installation, maintenance and repair of streets, sidewalks, right-of-ways and associated public lands infrastructure.
- Ability to give clear and specific verbal or written instructions as well as to understand and follow verbal or written instructions.

STREETS FOREMAN

- Ability to supervise small groups of employees under field conditions.
- Ability to utilize computers and standard office environment applications, e.g., word processors, spreadsheets, email.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by five (5) years progressively knowledgeable experience in municipal streets maintenance and management, with experience in a lead worker or supervisory capacity and demonstrated technical skills in the more complex aspects of the work. Must hold a State of Florida Class B Driver's License. Position may be required to be on call, including nights, holidays and weekends.

PREFERRED

Advanced level Management of Traffic (MOT) Certification

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.
- Must be able to work in close and confined spaces.
- Written and oral communications skills.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Presented and approved by the Civil Service Board on: January 13, 2009

UTILITIES TECHNICIAN – OPERATIONS & MAINTENANCE

GENERAL DEFINITION

Employees in this classification perform skilled work requiring acquired technical knowledge in the operation, maintenance and repair of the City's wastewater collection/transmission systems. An employee in this class is assigned responsibility for routine activities including. This employee will operate specialized high pressure and vacuum line cleaning equipment. Work may be performed in the field or at the maintenance facility. Some work assignments may require heavy manual labor for extended periods. This employee is under the direct supervision of a Crew Leader, reporting to the Foreman, Utilities Manager, Assistant Public Works Director and/or Public Works Director. This employee exercises some discretion and independent judgment in the completion of routine and repetitive tasks.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Inspects and services wastewater pumping stations on assigned route basis.
- Monitors control panels and make necessary adjustments to control liquid levels, pump cycle operations and system line pressures.
- Inspects and monitors electrical/mechanical controls of pump motor conditions and auxiliary power generators.
- Operates camera to determine extent of damage and/or blockage to service laterals; operates excavation equipment in the re-piping of service laterals.
- Troubleshoots and repairs transmission lines and peripheral components, e.g., piping, gauges, force mains, valves, control panels.
- Operates equipment through test sequencing to ensure proper operating conditions.
- Monitors gauges and meters, maintaining a log record of gauges and meter readings.
- Inspects, adjusts, lubricates and otherwise maintains various pump and motor assemblies, component parts, and humidifiers.
- Performs scheduled preventative and non-scheduled maintenance activities.
- Operates and maintains specialized high pressure and vacuum sewer cleaning equipment as well as closed circuit video inspection and leak sealing unit.
- Locates sewer lines and lateral connections.
- Performs manual excavation tasks as needed, such as clearing or roots and debris.
- Performs restoration tasks for completed jobs, e.g., masonry, asphalt replacement.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of operation, maintenance, repair, adjustment and control of pumping equipment and electrical/mechanical control circuitry.
- Ability to operate and maintain specialized closed circuit video inspection and leak sealing equipment.
- Pump-mechanical aptitude and ability to perform preventative maintenance and repair of equipment, pumps and motors.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.

UTILITIES TECHNICIAN – OPERATIONS & MAINTENANCE

- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by two (2) years previous experience in the wastewater transmission field, with experience in the repair and maintenance of pump-mechanical systems and components; or an equivalent combination of education, training and/or experience. Must hold a State of Florida Class B Driver's License with tanker endorsement. Certification Class C Wastewater Field Technician. Position may be required to be on call, including nights, holidays and weekends.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.
- Must be able to work in close and confined spaces.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Approved by the Civil Service Board on: September 12, 2006

UTILITIES TECHNICIAN I

GENERAL DEFINITION

Employees in this classification perform semi-skilled work, frequently requiring heavy manual labor in the installation, operation and maintenance of the City's Stormwater, Wastewater or Water systems. Incumbents must demonstrate a degree of skill in the use of hand and power tools, mechanical equipment or machinery utilized in the installation, operation and maintenance of the utility systems, structures and appurtenances. An employee may be trained and assigned to operate various associated equipment on a relief or intermittent basis. Work is subject to close supervision and employee receives instructions subsequent to each new job assignment. Constant supervision is not required for routine and repetitive tasks. Assists other employees and technicians in all aspects of assignments by written order or verbal instruction.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Performs excavating and backfilling or excavation tasks utilizing hand and power tools.
- Performs installation of piping systems, structures and appurtenances.
- Prepares materials, piping, and fittings for installation, replacement or repair.
- Assists in and performs the location and marking of existing underground facilities prior to excavation.
- Assists and perform cleaning, inspection and testing of lines and systems.
- Assists in and performs maintenance operations of the City's utilities systems, structures and waterways.
- Installs, removes or replaces meters, valves, gauges or other utility mechanical devices.
- Loads or unloads materials and supplies.
- Assists in maintaining inventory usage records.
- Assists in and performs restoration of disturbed concrete, asphalt and landscape areas.
- Operates and maintains hand and power tools associated with job tasks.
- Exercises independent objective judgment in calling for supervision or assistance in tasks.
- Assists in removal of debris from canals.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of the use and care of simple manual and power hand tools.
- Ability to learn the use and maintenance of associated special equipment
- Ability to understand and follow verbal and written instructions.
- Ability to perform heavy manual labor for extended periods, often under varying climatic conditions.
- Ability to read and comprehend simple plans or sketches and utilize measuring devices.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.

UTILITIES TECHNICIAN I

- Working knowledge of utility construction and/or water distribution, wastewater/stormwater collection systems.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by previous labor experience in the construction trades, preferably in plumbing, pipe fitting, irrigation or similar. Must hold a State of Florida Driver's License, Position may be required to be on call, including nights, holidays and weekends.

PREFERRED

Class B Drivers License

Certification in work zone traffic control (MOT).

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.
- Must be able to work in close and confined spaces.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Approved by the Civil Service Board on: January 31, 2006

UTILITIES TECHNICIAN II

GENERAL DEFINITION

Employees in this classification perform semi-skilled to skilled work in the installation and maintenance of the City's water distribution, wastewater collection or stormwater collection systems. An employee in this class performs a variety of manual tasks in installing, maintaining and repairing or water mains, distribution lines, and drainage lines, and may serve as leader of a small crew in carrying out work assignments. Work is received daily, orally or in written form, however, since many of the assignments are repetitive, the employee is expected to carry out assignments with a minimum of detailed instructions. Work is performed under the supervision of a Crew Leader or Foreman who is available for consultations on difficult or unusual problems. Work is subject to review by direct observation while in progress and by inspection of results obtained.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Participates in installing and repairing potable water mains, new service branches, hydrants, water meters, drainage systems, and catch basins.
- Inspects water mains, meters, valves, fire hydrants, and drainage systems to detect leaks, and determine method of repair or replacement.
- May supervise a small crew in televising and repair of stormwater and/or water lines.
- Ensures proper completion of any written reports and paperwork associated with work performed.
- Performs inspections of waterways for extraneous material and aquatic vegetation, removing obstructions hindering water flow, and applying herbicides as necessary.
- Participates in the reshaping of roadway swale areas, cleaning and replacing of culverts and catch basins, placing of rip-rap along waterway banks, installation of headwalls/guardrails.
- Assists in construction projects in accordance with specifications.
- Trains co-workers in equipment usage, safety, and construction/maintenance techniques.
- Exercises care and safety in use of equipment and tools required to complete assigned tasks.
- Assures establishment of safe work zones and compliance with all safety requirements.
- Operates a variety of hand tools and equipment such as various vehicles, trucks, asphalt roller, compactor, power boat, and other related equipment as required.
- Performs line locations upon request.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of the use and care of simple manual and power hand tools.
- Working knowledgeable in the methods, materials, techniques, and equipment used in the maintenance and repair of water distribution and stormwater collection systems.
- Working knowledge of the occupational and public health hazards associated with various types of work performed and the necessary safety precautions.
- Ability to learn the use and maintenance of associated special equipment.
- Ability to understand and follow verbal and written instructions.
- Ability to perform heavy manual labor for extended periods, often under varying climatic conditions.

UTILITIES TECHNICIAN II

- Ability to read and comprehend simple plans or sketches and utilize measuring devices.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.
- Working knowledge of utility construction and/or water distribution, wastewater/stormwater collection systems.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by two (2) years previous experience in the utilities installation and maintenance field in the area of water distribution, wastewater collection and/or stormwater management. Must hold a State of Florida Class B Driver's License. May require tanker endorsement, depending on assigned Division. Certification in work zone traffic control (MOT) preferred. Position may be required to be on call, including nights, holidays and weekends.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.
- Must be able to work in close and confined spaces.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Approved by the Civil Service Board on: September 12, 2006

WASTEWATER FOREMAN

GENERAL DEFINITION

Employees in this classification perform technical and highly skilled work in the capacity of a working foreman in the City's Wastewater Division. These duties include the direct daily supervision of personnel and coordination of their operation, maintenance and repair activities. Purpose of the work is to ensure the efficient operations and timely installation, maintenance or repair of wastewater collection lines, pump stations, and associated peripheral components. This employee may assist in the overall supervision of the Division in the absence of departmental management. Work is performed under the supervision of the Utilities Manager Assistant Public Works Director and/or the Public Works Director.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Assigns, instructs, and coordinates activities of division support staff engaged in construction, operation, maintenance, repair and servicing of the City's wastewater collection systems.
- Coordinates the utilization of labor, equipment, parts, materials and supplies assigned to specific projects.
- Receives inquiries and complaints from the public and coordinates timely resolution; responds to emergencies involving the work and responsibilities of the Division.
- Reads and comprehends plans and drawings of utilities systems and uses instruments to establish, transfer, set and maintain line and grade on construction projects or activities.
- Promotes and maintains OSHA and other employee safety and training programs and assures employee adherence and awareness of the exposures and potential hazards.
- Ensures the timely restoration of service lines through coordinating and supervising the installation of pipe, service lines, excavation, pumping, maintenance and/or system repairs.
- Performs work of a technical nature in the installation, adjusting, testing or operation of various components of specialized equipment in the utilities system.
- Coordinates and supervises the operation of all equipment, power tools and vehicles.
- Trains subordinates in safe and proper operational practices, procedures, and techniques.
- Maintains records of labor, equipment and materials used and other essential data records specific to the Division; assists in the preparation of monthly reports.
- Performs manual labor and operates assigned equipment, tools or vehicles as needed.
- Monitors work in progress and assists as needed; provides guidance and instruction in the more complex aspects of the work.
- Tests and inspects completed projects/tasks for adherence to work orders, job specifications, and applicable regulatory standards.
- Ensures compliance with all applicable laws, ordinances, codes, administrative and safety policies.

KNOWLEDGE, SKILLS & ABILITIES

- Basic working knowledge of chemistry and math.
- Substantial knowledge and skill in principles and methods of operating assigned equipment.

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- Mechanical aptitude and ability to perform installation, maintenance and repair of wastewater collection systems, equipment and associated peripheral components.
- Ability to give clear and specific verbal or written instructions as well as to understand and follow verbal or written instructions.
- Ability to supervise small groups of employees under field conditions.
- Ability to utilize computers and standard office environment applications, e.g., word processors, spreadsheets, email.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.
- Knowledge of regulatory issues affecting municipal wastewater collection systems.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by five (5) years progressively knowledgeable experience in the wastewater collection field, with experience in a lead worker or supervisory capacity and demonstrated technical skills in the more complex aspects of the work. Must hold a State of Florida Class B Driver's License with tanker endorsement. Certification Class C Wastewater Field Technician. Position may be required to be on call, including nights, holidays and weekends.

PREFERRED

Class B Wastewater Field Technician Certification.
OSHA approved trench safety training.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.
- Must be able to work in close and confined spaces.
- Written and oral communications skills.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude

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individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Presented and approved by the Civil Service Board on: January 13, 2009

WATER FOREMAN

GENERAL DEFINITION

Employees in this classification perform technical and highly skilled work in the capacity of a working foreman in the City's Water Division. These duties include the direct daily supervision of personnel and coordination of their operation, maintenance and repair activities. Purpose of the work is to ensure the timely installation, maintenance or repair of residential/commercial water distribution lines; water meters, and fire hydrants. This employee may assist in the overall supervision of the Division in the absence of departmental management. Work is performed under the supervision of the Utilities Manager, Assistant Public Works Director and/or the Public Works Director.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Assigns, instructs, and coordinates activities of division support staff engaged in construction, operation, maintenance, repair and servicing of the City's water distribution system.
- Coordinates the utilization of labor, equipment, parts, materials and supplies assigned to specific projects.
- Receives inquiries and complaints from the public and coordinates timely resolution; responds to emergencies involving the work and responsibilities of the Division.
- Reads and comprehends plans and drawings of utilities systems and uses instruments to establish, transfer, set and maintain line and grade on construction projects or activities.
- Promotes and maintains OSHA and other employee safety and training programs and assures employee adherence and awareness of the exposures and potential hazards.
- Ensures the timely restoration of water service through coordinating and supervising the installation of pipe, service lines, excavation, pumping, maintenance and/or system repairs.
- Performs work of a technical nature in the installation, adjusting, testing or operation of various components of specialized equipment in the utilities system.
- Coordinates and supervises the operation of all equipment, power tools and vehicles.
- Trains subordinates in safe and proper operational practices, procedures, and techniques.
- Maintains records of labor, equipment and materials used and other essential data records specific to the Division; assists in the preparation of monthly reports.
- Performs manual labor and operates assigned equipment, tools or vehicles as needed.
- Monitors work in progress and assists as needed; provides guidance and instruction in the more complex aspects of the work.
- Tests and inspects completed projects/tasks for adherence to work orders, job specifications, and applicable regulatory standards.
- Ensure compliance with all applicable laws, ordinances, codes, administrative and safety policies.

KNOWLEDGE, SKILLS & ABILITIES

- Basic working knowledge of chemistry and math.
- Substantial knowledge and skill in principles and methods of operating assigned equipment.
- Mechanical aptitude and ability to perform installation, maintenance and repair of water distribution equipment and associated peripheral components.

WATER FOREMAN

- Ability to give clear and specific verbal or written instructions as well as to understand and follow verbal or written instructions.
- Ability to supervise small groups of employees under field conditions.
- Ability to utilize computers and standard office environment applications, e.g., word processors, spreadsheets, email.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Conforms with and abides by all departmental and City regulations, policies, work procedures, and instructions.
- Knowledge of regulatory issues affecting municipal water distribution systems.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED equivalent; supplemented by five (5) years progressively knowledgeable experience in the water distribution field, with experience in a lead worker or supervisory capacity and demonstrated technical skills in the more complex aspects of the work. Must hold a State of Florida Class B Driver's License. Certification Class C Water Field Technician. Position may be required to be on call, including nights, holidays and weekends.

PREFERRED

Class B Water Field Technician Certification.
OSHA approved trench safety training.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods in high heat and humidity conditions.
- Traverse rough terrain, walk up or down stairwells, ladders, slopes or steps.
- The employee must frequently lift and/or move up to 75 pounds.
- Vision ability includes close and peripheral vision, color distinction and depth perception.
- Must be able to work in close and confined spaces.
- Written and oral communications skills.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

Presented and approved by the Civil Service Board on: January 13, 2009