

Accountant



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This position performs professional responsible work in accounting and records maintenance functions in the Finance Department. The work is performed under the general supervision of the Assistant Finance Director. Areas of responsibility include, but are not necessarily limited to, processing payroll, expenditure and revenue reporting, and accounts receivable.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Maintains the general ledger, all account attributes in a manner conducive to proper reporting, reviews and interprets general ledger and accounting reports.
- Reconciles various ledgers and accounts, e.g., money market, operating accounts, investment accounts, general ledger- to include bank reconciliations.
- Prepares various reports, financial statements and records related to City payroll, finance, and accounting functions.
- Prepares and reviews accounting transactions related to grant funds, review of expenditure and revenue reports for grants and prepare the annual Schedule of Expenditure of Federal Awards and State Financial Assistance (SEFA).
- Prepare analytical reports of various projects and program tracking to ensure proper allocation of project disbursement to various grants/programs.
- Ensure accuracy of grant, investment, cash management, revenue monitoring and forecasting.
- Processes biweekly payroll according to policies and procedures and in compliance with state and federal regulatory requirements, e.g., FICA, Social Security, Medicare withholdings.
- Processes deposits, transfers, and various other transactions.
- Monitors accounts receivable. Inputs and maintains financial, payroll and accounts related information into computer-based accounting system.
- Performs complex accounting procedures to reconcile City accounts and financial records with outside state and federal agencies, banks, and financial institutions, regulatory agencies, and various other entities.
- Assists in the management of City cash and investment program in accordance with Generally Accepted Accounting Principles and City policies.
- Prepares adjusting entries to reports and accounts as required.
- Assists co-workers with complex or unusual accounting related issues.

- Assists external auditors in year-end closing functions in preparing fringe benefits portion of the Comprehensive Annual Financial Report in accordance with GASB 68 and 75.
- Prepares the statistical tables to be included in the Comprehensive Annual Financial Report.
- Stays abreast of new practices, trends, and advances in accounting and financial reporting. Reads professional literature and attends seminars and training sessions as appropriate.
- Manages collection, retention, transfer, and distribution of records.
- Schedules disposal of records in accordance with both City policy and legal requirements.
- Responsible for account reconciliation and analyses - reconciles various ledgers and accounts.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Two (2) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of accounting and auditing principles and practices in their application to a wide variety of accounting transactions and problems.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to make decisions within established accounting policies and procedures.
- Ability to prepare and explain financial statements, accounting reports and records.
- Ability to establish and maintain effective relationships with other employees and the public.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Accounting Supervisor



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Responsible for work in the Finance Department and Utility Billing Department. Areas of responsibility includes overseeing the utility billing functions, accounts receivable, and audits. Work is performed under general supervision of the Assistant Finance Director and the Finance Director.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Directs and assists staff in the processing customer invoices and payments for utilities, Waste Management, and EMS Services.
- Researches and resolves complex customer concerns.
- Oversees utilities account related activities, including but not limited to turn off list, process lien inquires, and preparing work orders.
- Supervises and audits the balancing of daily revenue intake; ensures accurate recording of deposits; transfers balances between accounts; does daily bank run.
- Directs and assists with payroll system set up of deductions, etc. Monitors, records, corrects, and remits payroll deductions including but not limited to taxes, HSA, retirement and pension funds, etc.
- Creates financial reports for the Finance Director as needed.
- Schedules disposal of records in accordance with both City policy and legal requirements.
- Trains and evaluates assigned staff.
- Processes and reports to the State annually unclaimed property.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Accounting or Finance or a related field. Three (3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of governmental accounting and budgeting principles and procedures.
- Knowledge of modern office practices and procedures.
- Knowledge of data processing applications related to accounting and proficiency in Word and Excel.
- Knowledge of accounting terms and principles.
- Knowledge of governmental accounting and budgeting principles and procedures.
- Knowledge of modern office practices and procedures.
- Knowledge of data processing applications as it related to accounting and proficiency in Word and Excel.
- Knowledge of governmental accounting and budgeting principles and procedures.
- Knowledge of modern office practices and procedures.
- Knowledge of data processing application as it related to accounting and proficiency in Microsoft Office, especially in Excel and Word and Power Point.
- Ability to review, analyze, and interpret fiscal and financial records.
- Ability to maintain records and to prepare and submit neat and clear reports.
- Ability to prepare complex journal entries.
- Ability to prepare various state reports and forms.
- Ability to analyze and perform research on computerized and manual records.
- Ability to express ideas effectively orally and in writing.
- Ability to operate standard office machines.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Accounting Technician



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Responsible for routine accounts related record keeping work involving a wide variety of City functions. Areas of responsibility include, but are not necessarily limited to, accounts payable, payment processing, accounts receivable,, annual unclaimed property disbursements, purchase orders, and auditing of the parking lot accounts. Responsible for working as an RV Lot Manager. Position supports department functions in various administrative tasks, e.g., answering telephones, distributing mail, responding to customer questions and concerns.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Enters invoices and Processes payments and applies them to proper accounts, balances payments to the general ledger.
- Perform weekly check run and ACH run.
- Prepare various reports documenting events and activities in area of responsibility.
- Provide assistance with bank reconciliation and interests.
- Processes payments and applies them to proper accounts; balances payments to the general ledger. Provide assistance to department staff.
- Researches and resolves customer complaints and any inaccuracies; analyzes and reconciles outstanding account balances.
- Process and remit 1099's annually.
- Supports efficient department operations through administrative tasks, e.g., answering telephones, greeting the public, distributing mail, and processing correspondence.
- Annually identify, process and remit the City's escheated unclaimed checks/property to the State.
- Manages collection, retention, and transfer and distribution of records.
- Performs all general and customary functions necessary to manage the City's RV storage lot in accordance with the City's written policy # 10-001.
- Receives and resolve all RV Lot customer service calls and emails.
- Aids year end audit as it pertains to documentation for accounts payable and RV Storage lots

- Service as the first line of contact for new and prospective RV Lot tenants; processes new and closes out all RV Lot lease agreements.
- Opens new RV Lot accounts, reviews invoices, and processes payments.
- Run RV Lot reports for past due balances, violations, and vacancies, and forwards them to upper management/the City Attorney's Office for disposition.
- File RV Lot violations, notices, and due balance letters in their respective account file.
- Maintain and call Residents on the RV Lot waiting list.
- Meet with residents who must come in person to sign their lease, receive the rules and regulations, provide proof of residency, and submit current and valid registration for the exact property to be stored and payment in full for the billing cycle.
- Performs monthly audits of the east and west lots.
- Performs related duties as directed.
- Supports efficient department operations through administrative tasks, e.g., answering telephones, greeting the public, distributing mail, processing correspondence.
- Accesses, inputs, and retrieves information from a computer.
- Assist Supervisor in preparing billing and notices and division functions.
- Identifies and remits unclaimed property to the State.
- Performs the administrative duties of the City's RV storage lot:
 - Meets with prospective RV lot tenants.
 - Processes lease agreements, invoices and payments.
 - Assists in resolving tenant issues.
 - Performs monthly audits and runs monthly reports.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. One to two (1-2) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of bookkeeping and accounts maintenance related procedures and practices.
- Knowledge of basic accounting concepts and generally accepted accounting principles.
- Knowledge of administrative support procedures and practices.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to communicate in writing and orally.
- Skill in basic mathematical functions, e.g., addition, subtraction, multiplication, division.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Administrative Coordinator **(Community Development)**



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under the direction of the Community Development Director performs highly responsible coordination and technical administrative support functions for an assigned department of the City. Employees in this classification are responsible for administrative and office management duties that support efficient operations, quality customer service, and continued workflow for the department. Work includes the ability to multi-task in a fast-paced environment. Includes considerable exercise of independent judgment and initiative in responding to and resolving customer service issues. Provides for oversight and supervision of more than one employee, including employee training, schedules, payroll processes and the approval thereof. This position reports directly to the department director, acts as a liaison for the business community, and is the point of contact regarding office (building or space) management and public communications.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Supervises clerical and administrative staff in the operational and administrative support functions of assigned divisions and operational roles.
- Is the point of contact between general and administrative office personnel and management.
- Creates and establishes procedures, and oversees the creation of forms and filing systems to improve efficiency in administrative operations.
- Maintains and monitors complex departmental documentation for adherence and processing according to prescribed regulatory and statutory standards.
- Oversees the maintenance of accurate and complex record-keeping in filing systems that support efficient retrieval and comprehensive audit trail for functional areas of responsibility.
- Functions as the point of contact for coordination and training on department-specific computer software and peripheral equipment; coordinates maintenance, upgrades, and service with system vendor.
- At the direction of the Community Development Director, creates, coordinates and facilitates on and off-site workshops, expos and events for and on behalf of the local business community.
- Prepares Agenda Item Reports at the direction of the department director.

- Generates and prepares complex departmental reports according to prescribed schedules and regulatory reporting requirements, e.g., weekly, month, quarterly, annual.
- Generates complex correspondence and related communications documentation, ensuring adherence to prescribed standards of business English, grammar, and diction.
- Creates, maintains, and coordinates scheduling and work processes applicable to department operations; ensures efficient coordination of inter-departmental activities and projects.
- Oversees the maintenance of accounting activities specific to area of assignment, e.g., processing fees and payments, calculating fees and charges, and the reconciliation of cashier drawers at the end of each day.
- Assists the department director with budgetary maintenance.
- Performs procurement duties on behalf of the department independently, at the instruction of the department director and with the assistance of city procurement staff where necessary.
- Develops, recommends and implements (upon approval) new policies and procedures when applicable to work process to improve operations.
- Performs research involving independent judgment and initiative for the purpose of resolving or addressing operational matters applicable to areas of responsibility.
- Responsible for customer service oversight, supervision, conflict resolution and customer satisfaction.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. A minimum of five (5) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of customer service principles in application to effective and courteous communications.
- Knowledge of effective office management principles and practices.
- Knowledge of use and application of standard computer software packages, e.g., Microsoft Word, Excel, PowerPoint, etc.
- Ability to effectively coordinate and guide the activities of staff engaged in clerical/administrative support functions in assigned functional areas.
- Ability to respond to, research, develop, and recommend effective solutions to a wide variety of complex issues applicable to functional areas of responsibility.
- Ability to multi-task in various areas of administrative support in a fast-paced environment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks

may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet. Off-site event coordination and facilitation.

Administrative Coordinator (Parks & Rec)



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under administrative supervision, provides moderately complex to advanced administrative support for the Department. Responsible for administrative duties that support efficient daily operations. Creating and assisting in communication documents such as publications of flyers, brochures, City Website, etc. Assist with the daily facility programming, Department and City Special Events. Includes considerable amount of exercise of independent judgment and initiative.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Performs moderately complex administrative support duties for the Department including creating and maintaining departmental file systems
- Maintains and monitors complex departmental documentation for adherence and processing of applicable documents
- Works collaboratively with Department staff and additional City staff for Department marketing, promotional material, brochures, flyers or other means to promote the Department through marketing means
- Provides office administrative support to the Department Director and additional Department staff
- Assists in the development, recommendation and implementation of goals, objectives, policies, procedures and work standards for the Department
- Processes Department records, to include, but not limited to supplies, accounts payable, purchase orders, invoices, financial software and any applicable programs needed for Department operations
- Point of contact for coordination on department software programs or publications programs
- Use of general office equipment and supplies
- Responds to inquiries regarding departmental activities
- Greets patrons, interacts and communicates with a variety of groups and individuals
- Assists in planning, organization and implementation of City-Wide programs and Special Events
- Assists in monitoring and ordering materials and supplies as needed
- Collects fees for programs and events
- Maintains accurate records of work performed
- Submit orders and makes purchases for Department

- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; supplemented preferably by three - four (3 -4) or more years' clerical or administrative work experience; an equivalent combination of education, certification, training or experience may be considered. Parks and Recreation experience preferred. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge in Microsoft Office Products (Word, Outlook, Excel, etc.)
- Knowledge in Recreation Computer Software
- Knowledge of budget development
- Skill in providing excellent customer service
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to organize work timely completion
- Ability to work in a fast-paced environment
- Ability to work with minimal supervision
- Ability to establish and maintain effective and cooperative working relationships
- Ability to work designated work schedule, including evenings, weekends and holidays

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort for various tasks. Tasks may involve extended time periods at a workstation.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (10 - 50 pounds).

WORKING CONDITIONS

General office setting with frequent interruptions and deadlines. Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor

ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.

Administrative Specialist (Administration)



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under general supervision, provides moderately complex to advanced administrative support for an assigned department or division of the City. Responsible for moderately complex to advanced administrative duties that support efficient operations, quality customer service, and continued workflow for area of assignment. Work includes the ability to multi-task in a fast-paced environment. Includes considerable exercise of independent judgment and initiative in responding to and resolving customer service issues.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Performs customer service functions, e.g., greets customers, answers telephone, directs persons to proper entity/department.
- Creates and establishes procedures, forms, and filing systems to improve efficiency in administrative operations.
- Maintains complex filing systems that support efficient retrieval and comprehensive audit trail for functional areas of responsibility.
- Performs moderately complex administrative support duties, e.g., scheduling meetings, maintaining multiple electronic logs, lists, and records, reports, and operations files.
- Creates and establishes new files/accounts applicable to area of assignment, e.g., customer/vendor accounts, case files.
- Generates and prepares complex departmental reports according to prescribed schedules and regulatory reporting requirements, e.g., weekly, month, quarterly, annual.
- Drafts, transcribes and proofs moderately complex correspondence and related communications documentation; ensures adherence to prescribed standards of business English, grammar, and diction.
- Creates, maintains, and coordinates scheduling and work orders applicable to department operations; ensures efficient coordination of inter-departmental projects.
- Monitors use of materials and supplies inventories; reorders to maintain appropriate stock levels.
- Responds to requests for general information regarding department/division operations; directs sensitive or complex matters to appropriate staff.
- Performs moderately complex accounts maintenance activities specific to area of assignment, e.g., processing fees and payments, calculating fees/charges, tracking budgetary activities, preparing payroll time records.
- Maintains confidential information with appropriate discretion.

- Takes the lead on City Staff events, luncheons, and special events.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Graduation from high school or possession of an acceptable equivalent diploma. Two to three (2-3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills, and Abilities:

- Knowledge of customer service principles in application to effective and courteous communications.
- Knowledge of the use and operation of modern office technologies, e.g., photocopiers, computers, calculators, etc.
- Knowledge of use and application of standard computer software packages, e.g., Microsoft Word, Excel, PowerPoint, etc. Ability to multi-task in various areas of administrative support in a fast-paced environment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Administrative Specialist (Utilities)



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under general supervision, provides wide range of administrative duties that support efficient operations, quality customer service, and continued workflow for area of assignment. Work includes the ability to multi-task in a fast-paced environment with considerable exercise of independent judgment and initiative in responding to and resolving customer service issues.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. Each department may have responsibilities unique to their operations that may be added at director's discretion of equivalent complexity. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs customer service functions, e.g., greets customers, answers telephone, directs persons to proper entity/department.
- Creates and establishes procedures, forms, and filing systems to improve efficiency in administrative operations.
- Maintains complex filing systems that support efficient retrieval and comprehensive audit trail for functional areas of responsibility.
- Performs moderately complex administrative support duties, e.g., maintaining multiple electronic logs, lists, and records, reports, and operations files.
- Creates and establishes new files/accounts applicable to area of assignment, e.g., customer/vendor accounts, case files, etc.
- Generates and prepares moderately complex departmental reports with accuracy, including agenda items, if required, according to prescribed schedules and regulatory reporting requirements.
- Drafts, transcribes and proofs moderately complex correspondence and related communications documentation; ensures adherence to prescribed standards of business English, grammar, and diction.
- Creates, maintains and coordinates scheduling and work orders applicable to department operations; ensures efficient coordination of inter-departmental projects.
- Monitors use of materials and supplies inventories; reorders to maintain appropriate stock levels.
- Identifies and resolves problems with vendor accounts and maintains accurate and complete vendor files, including payment.

- Responds to requests for general information regarding department/division operations; directs sensitive or complex matters to appropriate staff.
- Performs moderately complex accounts maintenance activities specific to area of assignment, e.g., processing fees and payments, calculating fees/charges, assisting and tracking budgetary activities, preparing and proofreading payroll time records.
- Assists in processing agreements related to engineering /development projects, if required.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Two to three (2-3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of customer service principles in application to effective and courteous communications.
- Knowledge of the use and operation of modern office technologies, e.g., facsimile machines, photocopiers, computers, calculators.
- Knowledge of use and application of standard computer software packages, e.g. Emails, word processors, spreadsheet applications, Power Point, etc.
- Ability to multi-task in various areas of administrative support in a fast-paced environment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with some exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting with frequent interruptions and many deadlines to meet.

Administrative Specialist (Community Dev.)



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under general direction of the Administrative Coordinator, provides qualified, responsible administrative support or performs a technical specialty for an assigned division of the department. Employees in this classification are responsible for administrative duties that support efficient operations, quality customer service, and continued workflow for their area of assignment. Qualifications include the ability to multi-task in a fast-paced environment. This position reports directly to the Administrative Coordinator with regard to training, schedules, assignments, processes, procedures and customer focus. The employee is expected to maintain their assigned work schedule and to be available in their assigned work area during regular working hours with the exception of scheduled lunch and breaks. This position includes considerable exercise of independent judgment and initiative in when performing technical processes exclusive to the work unit.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Performs customer service functions, e.g., greets customers, answers telephone, and emails, and directs persons to proper entity/department within the city or affiliated agencies.
- Adheres to established procedures utilizing existing forms and filing systems for optimal efficiency in administrative operations.
- Responds to inquiries from the general public regarding general department and city-related information.
- Maintains documentation for adherence and processing according to prescribed regulatory and statutory standards.
- Communicates with all applicable inspection professionals on behalf of the customer with regard to permitting revisions, changes, comments, scheduling, etc. throughout the process of submittal, review, issuance and inspection of residential building permits.
- Assists and educates customers on use and process of applicable forms and procedures with regard to permits, Local Business Tax Receipts, Zoning Certificates of Use, Vacation/Short-term rental registrations, Certificates of Occupancy and other applicable departmental areas of operation.
- Interfaces and coordinates with all Building Division disciplines.
- Performs administrative support duties in creating and maintaining records and documentation and adheres to record retention processes that support efficient retrieval and comprehensive audit trail for the functional areas of responsibility.

- Processes tasks associated with sensitive or confidential issues, exercising appropriate discretion in all communication matters.
- Transcribes minutes from recorded departmental-associated board meetings, where necessary.
- Generates and prepares standard departmental reports according to prescribed schedules and regulatory reporting requirements, e.g., weekly, monthly, quarterly, annually.
- Performs standard accounting functions specific to the area of assignment, including calculating fees/charges, processing fees and payments, and reconciling payments received at the end of each day.
- Performs independent research and exercises judgment and initiative for the purpose of resolving or addressing operational matters applicable to areas of responsibility.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Three (3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of customer service principles in application to effective and courteous communications.
- Knowledge of the use and operation of modern office technologies, e.g., facsimile machines, photocopiers, personal computers, calculators.
- Knowledge of use and application of standard computer software packages, e.g., word processors, spreadsheet applications.
- Ability to accurately apply mathematical operations in budgetary/accounting related functions.
- Ability to respond to, research, develop, and recommend effective solutions to a wide variety of complex issues applicable to functional areas of responsibility.
- Ability to multi-task in various areas of administrative support in a fast-paced environment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions while completing complex tasks with deadlines.



Administrative Specialist (City Clerk)

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Employees in this classification are responsible for moderately complex to advanced administrative duties that support efficient operations, quality customer service, and continued workflow for area of assignment. This position is responsible for providing excellent customer service to all residents and non-residents. Responsibilities include processing passport applications, answering phone calls and addressing them accordingly and transferring when necessary. Provides weekly and monthly reports and processes fees. Responsible for complex and advanced administrative duties.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Performs customer service functions, e.g., greets customers, answers telephone, directs persons to proper entity/department.
- Process Passport applications and audit them daily before mailing to the US Department of State. Ensure applications are to the US department of State Standards.
- Creates and establishes procedures, forms, and filing systems to improve efficiency in administrative operations.
- Maintains complex filing systems that support efficient retrieval and comprehensive audit trail for functional areas of responsibility.
- Performs moderately complex administrative support duties, e.g., maintaining multiple electronic logs, lists, and records, reports, and operations files.
- Creates and establishes new files/accounts applicable to area of assignment, e.g., customer/vendor accounts, case files.
- Generates and prepares complex departmental reports according to prescribed schedules and regulatory reporting requirements, e.g., weekly, month, quarterly, annual.
- Drafts, transcribes and proofs moderately complex correspondence and related communications documentation; ensures adherence to prescribed standards of business English, grammar, and diction.
- Creates, maintains, and coordinates scheduling and work orders applicable to department operations; ensures efficient coordination of inter-departmental projects.
- Monitors use of materials and supplies inventories; reorders to maintain appropriate stock levels.

- Responds to requests for general information regarding department/division operations; directs sensitive or complex matters to appropriate staff.
- Performs moderately complex accounts maintenance activities specific to area of assignment, e.g., processing fees and payments, calculating fees/charges, tracking budgetary activities, preparing payroll time records.
- Assists with Special Magistrate meetings including setting up auditorium for monthly hearings, creating final orders and certification of Fine Orders, notice of hearings for code violations, create.
- Provides weekly and monthly reports for the City Clerk's Office.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Graduation from high school or possession of an acceptable equivalent diploma. Two to three (2-3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of customer service principles in application to effective and courteous communications.
- Knowledge of use and application of standard computer software packages, e.g., Microsoft Word, Excel, PowerPoint, etc.
- Knowledge of the use and operation of modern office technologies, e.g., photocopiers, computers, calculators, etc.
- Ability to multi-task in various areas of administrative support in a fast-paced environment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Administrative Specialist (Public Works)



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under general supervision, provides moderately complex to advanced administrative support for an assigned department or division of the City. Employees in this classification are responsible for moderately complex to advanced administrative duties that support efficient operations, quality customer service, and continued workflow for area of assignment. Work includes the ability to multi-task in a fast-paced environment. Includes considerable exercise of independent judgment and initiative in responding to and resolving customer service issues.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Performs customer service functions, e.g., greets customers, answers telephone, directs persons to proper entity/department.
- Creates and establishes procedures, forms, and filing systems to improve efficiency in administrative operations.
- Processes tree permit applications and forwards them for review and approval.
- Maintains complex filing systems that support efficient retrieval and comprehensive audit trail for functional areas of responsibility.
- Performs moderately complex administrative support duties, e.g., maintaining multiple electronic logs, lists, and records, reports, and operations files.
- Creates and establishes new files/accounts applicable to area of assignment, e.g., customer/vendor accounts, case files.
- Generates and prepares complex departmental reports according to prescribed schedules and regulatory reporting requirements, e.g., weekly, month, quarterly, annual.
- Drafts, transcribes and proofs moderately complex correspondence and related communications documentation; ensures adherence to prescribed standards of business English, grammar, and diction.
- Creates, maintains, and coordinates scheduling and work orders applicable to department operations; ensures efficient coordination of inter-departmental projects.
- Monitors use of materials and supplies inventories; reorders to maintain appropriate stock levels.
- Responds to requests for general information regarding department/division operations; directs sensitive or complex matters to appropriate staff.

- Performs moderately complex accounts maintenance activities specific to area of assignment, e.g., processing fees and payments, processing and issuing approved permit applications, tracking budgetary activities
- Prepares agenda items for commission meetings.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Two to three (2-3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills, and Abilities:

- Knowledge of customer service principles in application to effective and courteous communications.
- Knowledge of the use and operation of modern office technologies, e.g., facsimile machines, photocopiers, personal computers, calculators.
- Knowledge of use and application of standard computer software packages, e.g., word processors, spreadsheet applications.
- Ability to multi-task in various areas of administrative support in a fast-paced environment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Adult Program Recreation Aide



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under general supervision. This position is responsible for assisting program participants in various capacities. Responsibility includes transporting program participants, planning and coordinating diverse recreation programs, events and activities for program users.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Drives and assists with Department transportation program/recreation needs to include all required reporting
- Assists with programs, classes and Special Events for Department programming
- Assists with the day-to-day operation of assigned programs and activities
- Attends to users' needs and ensures class/program needs are met
- Assists with preparation and records or files associated with adult activities and programs
- Responds to inquiries regarding transportation programs and activities
- Work with Department staff and volunteers for program facilitation
- Takes clients to and from various appointments and social activities
- Performs clerical work and duties, as assigned
- Interacts and communicates with a variety of groups and individuals
- Greets patrons, interacts and communicates with a variety of groups and individuals
- Assists in unskilled maintenance and general upkeep of Department vehicles and facilities
- Expand knowledge with additional trainings, seminars and workshops
- Assists other divisions within the Parks and Recreation Department, when directed
- Collects fees for programs and events
- Maintains records of work performed
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; or equivalent combination of education, training and experience. Experience working with Active Adults and Senior Individuals preferred.

Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire. Must be able to obtain Commercial Driver License (CDL) with passenger endorsement.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge of city operations and department functions
- Knowledge of safety rules and procedures
- Knowledge of city policies and procedures
- Ability to safely operate a variety of transportation to includes, buses, vans, trucks and cars
- Ability to practice defensive safe driving and adhere to applicable safety laws and precautions
- Ability to effectively communicate both orally and in writing
- Ability to establish and maintain cooperative working relationship with city staff and the public
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events
- Ability to communicate effectively with supervisors, co-workers and the public
- Ability to provide excellent customer service
- Ability to work with minimal supervision
- Ability to establish and maintain effective and cooperative working relationships
- Ability to adjust schedule and make changes
- Ability to work designated work schedule, including evenings, weekends and holidays

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Tasks may include time periods at a keyboard or workstation.

Involves various other intermittent physical activities that include, but may not necessarily limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (10-50 pounds).

WORKING CONDITIONS

Work setting varies based on the necessity of the program demands. Maintain flexibility, adapt to schedule changes and adjustments. Working conditions include ability to work in a mobile setting. Work is performed in various locations. Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife and other cutting substances.

Assistant Building Official



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The Assistant Building Official assists in the enforcement and application of the Florida Building Code, City Ordinances and Broward County Administrative code. This includes managing and supervising the permitting process, plan review and code enforcement for structural, electrical, mechanical and plumbing trades. Work involves providing staff, and external stakeholders, contractors and professionals with direction regarding compliance with local, state, and federal codes. This role interprets Florida Building Codes and assists the Building Official in rendering final determinations on complex code issues along with administering policy and procedures brought forth by the Broward County Board Rule and appeals. This position reports to the Community Development Director under general direction of the Building Official.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Assists in the enforcement of policies and procedures for overall operations and activities of the Building Division, e.g. application processing, inspection procedures and review, plans examination.
- Manages the operations of the assigned functional areas; oversees, schedules and assigns duties and tasks for functions under charge, e.g. licensing, permitting, inspections, plan review.
- Consults architects, engineers, general, specialty contractors and homeowners on building permit applications; renders technical advice and assistance to the general public, contractors, engineers and architects.
- Manages plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general and specialty contractors and homeowners on building permit applications; renders technical advice and assistance to the general public, contractors, engineers, and architects. Investigates escalated complaints regarding alleged code violations by assigning follow-up review and taking action.
- Maintains current knowledge of trends and regulatory developments for application to functional areas under charge.
- Coordinates work schedules with departmental staff and with other City departments.
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.

- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed
- Assist with structure fire and structure damage analysis during and after hours.
- Serves as principal enforcing officer of the State of Florida and Broward County Building Codes as mandated under statute(s).
- Enforces local, state, and federal regulations and laws related to an established domain of commercial and residential construction and natural resources.
- Represents the City in legal proceedings related to code violations, standards, and compliance; collaborates with government agencies as necessary.
- Provides direction and interpretation to inspection staff in more complex aspects of work.
- Responds to code interpretation inquiries and concerns from external stakeholders, other entities, and regulatory agencies (associated with structural compliance).
- Interacts, on behalf of the City, with various contractors, developers, planning agencies, and the public; represents the City in intergovernmental activities related to the department's interests.
- Under a Cooper City State of an Emergency, becomes an essential employee for the City of Cooper City and attends preparation meetings and drills.
- Supervises staff, assist in the hiring processes for building division staff, completes performance reviews and coordinates training of staff.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

- High School Diploma and eight (8) years of experience directly related to building construction, plan review and inspection services OR Associates Degree in Building Construction, Engineering, Architecture or related field and seven (7) years of experience directly related to building construction, plan review and inspection services OR Bachelor's Degree in Building Construction, Engineering, Architecture or related field and six (6) years of experience directly related to building construction, plan review and inspection services.
- Must be certified or have the ability to be certified by the State of Florida Building Code Administrators and Inspectors Board (BCAIB) as a Building Code Administrator within ninety (90) days of hire.
- Must possess or be able to obtain certification as a Building Official by the Broward County Board of Rules and Appeals ninety (90) days of hire.
- At least one (1) certification in an inspection trade area in accordance with Florida Statute.
- A minimum of five (5) years of experience in the High Velocity Hurricane Zone (HVHZ) OR Professional Architect or Engineer having practiced within the HVHZ for at least three (3) years.
- Must have at least two (2) year of previous supervisory experience.
- Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field, may substitute on a year-for-year basis for the required experience or education.
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Advanced knowledge of commercial and residential building construction methods and materials.

- Advanced knowledge of the Florida Building Code and Broward County Administrative Code.
- Knowledge of principles, practices, methodologies and techniques utilized to effectively manage and motivate a diverse workforce.
- Knowledge of the available body of literature, resources, and agencies applicable to the effective administration of municipal commercial and residential building and construction functions.
- Ability to read, interpret, and render compliance decisions in construction plans, schematics, blueprints, and related documentation.
- Ability to correctly interpret and efficiently implement all applicable policies and procedures.
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department / organization specific software and ability to learn and become proficient in the use of other specialized software as may be required.
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays or unexpected events.
- Skill in developing and managing project budgets.
- Ability to clearly communicate and understand information in English, both orally and in writing.
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control.
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports.
- Ability to effectively present information and technical advice to top management and all relevant constituents/parties/individuals.
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes and procedures.
- Ability to manage multiple priorities to ensure that deadlines are met and to set priorities that move projects through efficiently to achieve customer and quality objectives.
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes.
- Ability to identify potential issues, modify processes, and resolve conflict as the need arises.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations and action plans in support of goals.
- Ability to lead and motivate others to achieve goals.
- Ability to establish and maintain effective working relationships with those contacted in the course of work regardless of race, religion, age, sex, disability, political affiliation, sexual orientation, and diverse cultural and linguistic backgrounds.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Assistant City Clerk



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Advanced administrative support work as primary backup to the City Clerk function for the City. Work involves custodial responsibility for the municipal public records recording and maintenance. Responsible for preparing and posting Commission agendas and minutes, advertising public notices in the newspaper and posting public notices. Assists in special magistrate hearings, obtains signatures for agreements, resolutions and ordinances.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Interacts and communicates with the public, department heads, government officials and agencies, employees, developers, attorneys, the media and related entities and representatives.
- Receives and investigates inquiries relative to City operations and services, providing response in both oral and written contexts; directs unrelated inquiries to appropriate departments.
- Prepares agenda packets and related materials for City Commission meetings; transcribes minutes for public record.
- Records and posts commission minutes and agendas.
- Answers phone calls and directs them to the proper place.
- Coordinates publication of all statute required advertisements and legal notices in newspaper for ordinances, resolutions, budget, bids, and elections according to established statute designated time frames and parameters.
- Interprets statutes and directs City departments on records management requirements; maintains and disposes of City documents in accordance with statutory requirements.
- Participates in administration of City elections; acts as interface between the City and Supervisor of Elections Office in establishing precincts, polling locations, voting equipment, workers, and contact information.
- Publishes public notices in the newspaper.
- Provides coverage support for the City Clerk in the event of absence or as directed; assumes the duties of City Clerk as directed.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Associate degree or equivalent. Three (3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of public administration with reference to the public records management function.
- Knowledge of statutory requirements governing the processing, management, storage, and disposal of public records.
- Knowledge of agenda preparation and development.
- Knowledge of the English language, include command of grammar, spelling, and syntax.
- Ability to establish and maintain a complex filing and records management system.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to make decisions in accordance with laws and regulations.
- Ability to establish and maintain effective working relationships with co-workers, administrative officials, and the general public.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Assistant Community Development Director



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Assisting in directing the Community Development Department for Cooper City, encompassing all activities related to the City's planning, zoning, building permitting/inspections, economic development, and the issuance of local business tax receipts. Plans and implements department goals and objectives; formulates policies and coordinates all administrative aspects of the department. Work involves creating a balanced and sustainable community that will enhance the overall quality of life for our residents, business owners and visitors. Responsible for the directing, training, developing, and evaluating of others. Serves as acting Director during absence of the Director.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Plans, organizes, and implements division goals and coordinates all activities toward achievement of established goals and objectives of the City planning and development process; reviews, evaluates, and revises ongoing programs and processes to ensure the department's effectiveness, accuracy, and efficiency.
- Directs and evaluates staff responsible for performing professional planning work and extensive research studies relative to the preparation and updating of land use ordinances, land use studies, economic base studies, housing, park, and recreation studies.
- Assists with research for ongoing and future planning and development for presentations to the City Manager, Planning and Zoning Board and City Commission; analyzes, revises, and implements regulations and ordinances for subdivisions, zoning development, code enforcement,
- Manages the processes of site plan approval, annexation review, change of land use, and development requests; participates in the application processes for federal, state, and local grant funding.
- Participates in executive level meetings for the dissemination of information and presentation of annual and special projects goals and objectives.
- Assists in the preparation of the annual department and division budget; administers and monitors the operation of the division budget; reviews and approves expenditures up to an established dollar amount.
- Interacts, on behalf of the City, with various contractors, developers, planning agencies, and the public; represents the City in intergovernmental activities related to the department's interests.
- Serves as the liaison between the City and the School Board of Broward County.

- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in planning or a directly related field; in combination with by seven (7) years of progressively responsible experience in a planning or development office, including three (3) years of comprehensive planning, growth management regulations, and grants administration; or an equivalent combination of education, certification, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Working knowledge of the principles, practices, and techniques in the field of municipal land use planning, comprehensive planning, and / or urban planning
- Knowledge of the State of Florida Comprehensive Planning Act, city charters, city ordinances, state statutes, and pertinent rules and regulations
- Working knowledge of GIS applications
- Knowledge of principles, practices, methodologies and techniques utilized to effectively manage and motivate a diverse workforce.
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department / organization specific software and ability to learn and become proficient in the use of other specialized software as may be required.
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays or unexpected events.
- Skill in developing and managing project budgets.
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control.
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports.
- Ability to analyze and interpret technical data and understand and synthesize legal and technical language to develop logical recommendations.
- Ability to effectively present information and technical advice to top management and all relevant constituents/parties/individuals.
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes and procedures.
- Ability to effectively provide liaison and coordination between the city and other agencies.
- Ability to coordinate, negotiate and resolve conflicting points of view to obtain successful outcomes.
- Ability to manage multiple priorities to ensure that deadlines are met and to set priorities that move projects through efficiently to achieve customer and quality objectives.
- Ability to identify potential issues, modify processes, and resolve conflict as the need arises.
- Ability to lead and motivate others to achieve goals.
- Ability to establish and maintain effective working relationships with those contacted in the course of work regardless of race, religion, age, sex, disability, political affiliation, sexual orientation, and diverse cultural and linguistic backgrounds.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Assistant Finance Director



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Assists in planning, organizing, managing, and providing administrative direction and oversight for major finance, budget and accounting functions and activities of the Finance Department; fosters cooperative working relationships among City departments, divisions and with intergovernmental agencies; provides highly responsible and complex assistance to the Finance Director in areas of expertise; and performs related work as required. Receives administrative direction from the Director. Exercises general direction and supervision over management, supervisory, professional, technical, and clerical staff through subordinate levels of supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Assumes management responsibility, in the absence of the Finance Director, for finance programs and activities, including Accounting, Utility Billing, Information Systems and Purchasing.
- Selects, trains, motivates and evaluates assigned staff; provides or coordinates staff training; works with staff to correct deficiencies; responds to staff questions and concerns.
- Participates in the development and implementation of goals, objectives, policies, projects, and priorities for the Department; recommends, within department policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Assists in managing and participates in the development and administration of the department's annual budget; assists in forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments.
- Continuously assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews it with the Director; directs implementation of improvements.
- Assists in planning, directing and coordinating the department's work plan; meets with staff to identify and resolve problems; reviews and evaluates work methods and procedures.
- Serves as liaison for the Finance Department with other City departments and outside agencies; attends meetings and provides staff support, as necessary.
- Oversees management of all Federal, State and Local grants including recording expenses and submitting required documents.
- Recommends modifications to policies and procedures as appropriate.
- Attends and participates in professional group meetings both on a local and statewide basis.

- Creates and reviews various reports in the Enterprise Resource Planning (ERP) System.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Five (5) years of experience in municipal government accounting; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of finance, investment and cash management, budget and public accounting including business administration, program development, implementation, and management in a municipal setting.
- Knowledge of administrative principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff.
- Knowledge of public agency budgetary, contract administration, administrative practices and general principles of risk management related to the functions of the assigned area.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs, principles, and practices of municipal government administration.
- Knowledge of principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Techniques for effectively representing the City in contacts with governmental agencies, various business, professional and educational organizations.
- Ability to assist in developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department as well as assigned program areas.
- Ability to interpret, apply and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Ability to select, train, motivate and evaluate the work of staff and train staff in work procedures.
- Ability to prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Ability to operate modern office equipment including computer equipment and specialized software application programs.
- Ability to establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Assistant Public Works Director



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The Assistant Public Works Director performs a variety of professional administrative and managerial duties assisting the Public Works Director. Performs both assigned and independent duties. Requires coordination and implementation of a variety of Public Works projects. Responsible for the supervision of employees, materials, and equipment used in preventative maintenance of streets, vehicles, public canals, City property, buildings, and facilities.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Performs analytic review of policies and procedures, recommending appropriate goals and objectives; implements approved policies and procedures.
- Attends staff, committee, and council meetings as required, and makes recommendations of subjects under discussion.
- Participates in intergovernmental issues and programs by attending official meetings, as required, to answer questions, provide information, and request resources.
- Completes routine administrative functions and special assignments by preparing detailed reports and analysis, identifying and recommending process improvements, and recommending alternatives.
- Serves as Acting Director in the absence of the Public Works Director.
- Reviews, revises, and prepares documentation for procurement of annual purchases of commodities, and contractual services and manages expenditure control, purchasing approval, and related contracts.
- Coordinates projects related to all aspects of Public Works that may include research, data analysis, report writing and presentations.
- Reviews employee applications and conducts employee interviews.
- Monitors and updates the Geographic Information System (GIS) for tracking of Public Works activities.
- Complies with all City policies and procedures.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in public administration or related field. Six (6) years of experience in administrative and managerial work, or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of principles, methods and practices of Public Works engineering construction and maintenance programs.
- Knowledge of vehicle maintenance, pest control, streets maintenance, building/ground maintenance and canal maintenance.
- Knowledge of effective supervisory methods and techniques.
- Ability to plan, design, assign and coordinate complex and varied maintenance projects.
- Ability to supervise in a manner conducive to full performance and high morale.
- Ability to communicate ideas clearly to all, from professional to unskilled workers.
- Ability to interpret and follow instructions, plans, sketches and drawings.
- Ability to plan and execute preventative maintenance programs.
- Ability to analyze time, labor and material requirements and to estimate the costs of proposed projects.
- Ability to prepare reports, as required and as directed.
- Ability to establish and maintain effective working relationships with City officials, other City departments, and the public.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors but may involve outdoor exposure to disagreeable environmental factors such as heat, rain, wind and humidity.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet. Outdoor setting: possible environmental factors including but not limited to heat, rain, wind and humidity.

Assistant Utilities Director



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs highly responsible managerial, administrative and professional work in planning, organizing and coordinating various functions of the City's engineering and utilities departments, including capital projects. The employee in this position works with considerable independent judgment in planning, directing, interpreting rules, and making recommendations for compliance with various standards and codes. Reviews work of subordinates and consultants for completeness and accuracy and assists in preparation of operating and capital budgets. Reports to the Department Director or City Manager's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Participates in developing, implementing and ensuring compliance with departmental policies, state-mandated utilities regulatory standards and engineering requirements regarding municipal utilities operations and construction, including permitting.
- Participates in the development and implementation of work plans and projects for water, wastewater and stormwater systems.
- Provides managerial and technical assistance in the construction of ongoing various types of engineering projects throughout the City.
- Performs engineering inspections to ensure conformance to approved specifications and applicable regulatory requirements.
- Develops or assists in developing project scope and specifications; prepares cost estimates and engineering feasibility studies for various types of projects.
- Participates in the effective coordination of department projects and work activities with other City programs and projects.
- Evaluates work activities through review of work plans, reports, conferences and inspections; provides recommendations for adjusting project schedules, work orders and priorities accordingly.
- Meets with consultants, contractors, and developers for purposes of capital projects, plans reviews and conformance with established contractual project requirements.
- Directs and participates in studies, projects, and analyses related to technical and administrative aspects of the Department, pursuing grant funding where possible.
- Participates in the planning, developing, administration and control of Department Budget; ensures Director is apprised of periodic budget(s) status; tracks expenses.

- Participates in developing departmental policies in conformance with City's Personnel Manual and bargaining agreements, if any.
- Manages employees; performs performance evaluations and takes or recommends appropriate disciplinary actions in consultation with the Director and Human Resources Department.
- Performs relational database mapping and related computer aided design work for those needs of the City within scope of responsibility.
- Must be willing to respond to emergencies after hours, weekends and including declared disasters.
- Maintains current knowledge of trends and regulatory developments in the field for application to functions under charge.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Mechanical or Civil Engineering or related field. Seven (7) years progressively responsible experience in a comprehensive public utilities or public works agency, with demonstrated experience in various functions of the utilities or public works, including capital planning and project management; or an equivalent combination of education, training, and experience with a non-engineering degree. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of water, wastewater, and stormwater operations and the engineering principles associated with construction and operation of regulatory compliant systems.
- Knowledge of budget development and administration principles, and cost-effective principles for allocation of resources, e.g., human, capital, fiscal.
- Knowledge of applicable codes, permitting requirements and Civil Engineering principles, practices, techniques and methods, and the application of such to responsibilities under charge.
- Knowledge of equipment, tools, materials and supplies necessary to implement and maintain a comprehensive utilities function at the municipal level.
- Knowledge of principles and practices of public utilities administration.
- Skills in written and oral communication.
- Ability to plan and direct water/wastewater/stormwater and related construction projects.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and walking.

WORKING CONDITIONS

Tasks are generally performed inside in the office setting with occasional visits to the job sites, treatment plants, storage tanks, lift stations and job sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids or pathogenic substances. Frequent interruptions and many deadlines to meet.

Building and Grounds Technician I



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Manual unskilled to semi-skilled work in general maintenance functions for grounds and facilities of the City. May assist in the various trade's disciplines when such is within scope of knowledge, skills, and abilities.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Performs custodial duties such as cleaning windows, bathrooms, vacuuming and cleaning carpets, dusting, emptying trash, etc.
- Loads and unloads equipment, supplies tools and materials.
- Removes and replaces sod; digs trenches, removes concrete, trims and prunes trees and shrubbery, mows, trims grass, and plant plants.
- Cleans culverts, gutters, ditches, swales, storm drains,, and many other similar jobs.
- Changes light bulbs, replaces tiles, and other light maintenance work.
- Assists in other general maintenance and repair tasks in the trade disciplines, e.g., carpentry, painting, plumbing, irrigation, equipment operation.
- Adheres to practices of safe use and handling of equipment and tools utilized in the performance of duties.
- Assist in park renovations
- Drag and line baseball/softball fields.
- Assists other staff as needed within scope of knowledge, skills, and abilities.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Zero to one (1-2) year of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of standard practices and techniques for the safe handling and effective operation of tools and equipment.
- Ability to fulfill the physical requirements and demands of work.
- Ability to understand, interpret and follow written and verbal instructions.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort which may involve heavy lifting, carrying, pushing and pulling of objects and materials of heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, humidity.

WORKING CONDITIONS

Work is performed outdoors in all types of weather, including but not limited to exposure to extreme heat and cold, wetness, humidity, traffic hazards, machinery hazards, toxic agents, noise, smoke, dust, pollen, dirt, etc.

Building and Grounds Technician II



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Experienced manual semi-skilled work in general maintenance functions for grounds and facilities of the City. May work independently, exercising judgment in practices and techniques to apply to the tasks assigned. Assists in the various trades disciplines when such is within scope of knowledge, skills, and abilities.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Performs custodial duties such as cleaning windows, bathrooms, vacuuming and cleaning carpets, dusting, emptying trash, etc.
- Loads and unloads equipment, supplies, tools, and materials.
- Removes and replaces sod; digs trenches, removes concrete, trims and prunes trees and shrubbery, sprays weeds, mows trims grass, plant plants.
- Prepares and maintains athletic fields and adjacent areas for use in recreational programming functions.
- Assists in other general maintenance and repair tasks in the trade disciplines, e.g., painting, carpentry, plumbing, irrigation, equipment operation.
- Adheres to practices of safe use and handling of equipment and tools utilized in the performance of duties.
- Assists in park reovations
- Drag and line baseball/softball fields
- Operates, repairs, and maintains non-traditional equipment, tools, and vehicles and city property maintenance.
- Perform sidewalk repairs and grind sidewalks
- Ability to fix pothole and small asphalt projects
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Ability to fulfill the physical demands of the work; three (3) years of experience in a related field; or an equivalent combination of education, training, and experience. Preferred: a valid Florida CDL Class A or B, and a Class B trimmers license.

Knowledge, Skills and Abilities:

- Knowledge of stringing out and painting athletic fields and logos.
- Knowledge of standard practices and techniques for the safe handling and effective operation of tools and equipment.
- Ability to independently perform work orders and tasks with minimal supervision.
- Ability to fulfill the physical requirements and demands of work.
- Ability to understand, interpret and follow written and verbal instructions.
- Ability to perform small maintenance work.
- Ability to operate tractor/attachment and flatbed or truck/trailers.
- Ability to drag, line, and maintain clay fields
- Ability to spray weed killer on warning tracks, around trees, and fence lines.
- Ability to weed-eat, edging and mowing required.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort which may involve heavy lifting, carrying, pushing and pulling of objects and materials of heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, humidity.

WORKING CONDITIONS

Work is performed outdoors in all types of weather, including but not limited to exposure to extreme heat and cold, wetness, humidity, traffic hazards, machinery hazards, toxic agents, noise, smoke, dust, pollen, dirt, etc.

Building and Grounds Technician III



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Responsible to perform skilled work in connection with the maintenance of parks, buildings and structures, athletic areas or other special facilities or locations. Tasks include facility repair, ground maintenance, landscaping, and irrigation systems. Applies fertilizer, herbicides, and pesticides, operates and calibrates application equipment.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Carries out assigned duties as they relate to general and specific maintenance, construction and development of city facilities and property.
- Loads and unloads equipment, supplies, tools, and materials.
- Removes and replaces sod; digs trenches, removes concrete, trims and prunes trees and shrubbery.
- Mows turf, operates riding mowers, , hand and machine broadcast application of herbicides, pesticides and fertilizers, layout of athletic fields, care and maintenance of tools, equipment, and supplies.
- Makes recommendations for improvements and maintenance to parks and athletic fields.
- Performs and directs the repair, operation, testing and installation of automatic and manual irrigation systems.
- Drives light to heavy trucks with trailers, tractors, loaders, trenchers, chippers, and dump trucks in connections with assigned responsibility.
- Makes minor repairs and adjustments to equipment as needed.
- Makes requests for maintenance supplies and equipment.
- Completes the necessary records relating to work performed.
- Attends related training when required.
- Prepares and maintains athletic fields and adjacent areas for use in recreational programming functions.
- Cleans culverts, gutters, ditches, swales, storm drains, and many other similar jobs.
- Assists in other general maintenance and repair tasks in the trade disciplines, e.g., carpentry, painting, plumbing, irrigation, equipment operation.
- Adheres to practices of safe use and handling of equipment and tools utilized in the performance of duties.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Five (5) years of experience in a related field; or an equivalent combination of education, training, and experience. Possession of a valid Florida CDL Class A or B is required.

Knowledge, Skills and Abilities:

- Knowledge of standard practices and techniques for the safe handling and effective operation of tools and equipment.
- Knowledge of modern grounds and building maintenance and other related operations with respect to methods, equipment, tools, and materials.
- Knowledge in the care and preparation of athletic fields, layouts and dimensions as required for youth and adult baseball, football, and soccer fields.
- Knowledge of fertilizers, diseases, and insects in landscape and ground maintenance.
- Knowledge of the installation and repair of automatic and manual irrigation systems.
- Knowledge of the use of transits, tape measures and math formulas as they relate to the layout of athletic fields.
- Ability to operate dump trucks, loaders, mowers, trenchers, tractor, and other equipment.
- Ability to direct the work of assigned crew members.
- Ability to independently perform work orders and tasks with minimal supervision.
- Ability to fulfill the physical requirements and demands of work.
- Ability to understand, interpret and follow written and verbal instructions.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort which may involve heavy lifting, carrying, pushing and pulling of objects and materials of heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, humidity.

WORKING CONDITIONS

Work is performed outdoors in all types of weather, including but not limited to exposure to extreme heat and cold, wetness, humidity, traffic hazards, machinery hazards, toxic agents, noise, smoke, dust, pollen, dirt, etc.

Building Inspector



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This is highly responsible technical work in the enforcement of structural codes governing the State of Florida and Broward County. Performs professional, technical, and administrative work in relation to regulatory standards, inspection activities, and permitting and licensing functions for residential and commercial building construction throughout the City. Position is responsible for performing professional plans review work associated with the daily operations of the Building Division. Work is performed under the general direction of the Building Official and Chief Structural Inspector.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Reviews submitted plans and performs field inspections for conformance with established code.
- Consults with architects, engineers, general and specialty contractors, and homeowners on building permit applications.
- Educates the public and industry professionals regarding requirements of the building code.
- Provides technical interpretation of the code requirements as related to the State and County.
- Attends court hearings as expert witness as required.
- Coordinates work schedules with other trade inspections and with other City departments.
- Investigates complaints regarding alleged code violations and issues notices for remedial action.
- Assist with structure fire and structure damage analysis during and after hours.
- Retains certification through mandatory continuing education programs.
- Provides highly technical plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general contractors, specialty contractors and homeowners on building permit applications;
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.
- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed.
- Performs Business Tax field inspections for new business.
- Data entry of inspection results.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

- Have graduated from a standard high school or vocational school or possess a G.E.D. certificate from a recognized issuing agency. Qualifying work experience may be substituted for the High School or equivalent education requirement on a year-for-year basis
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.
- Certified as required by the State of Florida, Building Code Administrators and Inspectors Board (BCAIB) as a Standard (Building/Structural) Inspector OR be a Florida Registered Architect or Florida Licensed Professional Engineer (PE). (Required certifications and license must be kept current to continue employment in this class)
- Engineers are exempt from BCAIB certification.
- Certification by the Broward County's Board of Rules and Appeals (BORA) by meeting one of the following (An applicant for Certification as a Structural Inspector under the provisions of this section who is a graduate from an accredited school holding a Bachelor or Associate of Science Degree in Engineering, Architecture or Building Construction may be credited for two (2) years for Bachelor Degree or one (1) year for an Associate Degree towards the combined experience requirements (An applicant for certification as Structural Inspector under the provisions of this section may only substitute the required two-year HVHZ experience with two years of statewide experience by passing the BORA HVHZ exam):
 - Florida Registered Architect or a Florida Licensed Professional Engineer in the discipline requested PLUS two (2) years of HVHZ experience OR
- BCAIB certified Standard Inspector in the Building/Structural discipline with five (5) years of experience within the State of Florida, of which, two (2) years shall have been within HVHZ. (An individual qualifying through this path shall be required to acquire a General Contractors (GC) license by exam, within one (1) year of initial certification as an Inspector) OR
- Licensed GC with at least five (5) years of experience within the State of Florida in the Structural/Building discipline where two (2) years of which were within the HVHZ OR
- Five (5) years construction experience in the Structural/Building discipline in a supervisory capacity of which at least two (2) years shall have been within the jurisdiction of HVHZ. An individual qualifying through this path must acquire an Unlimited GC license by exam, from the Construction Industry Licensing Board (CILB) OR Broward County Examining Board OR the Miami-Dade Construction Trades Qualifying Board within one (1) year of initial certification as an Inspector OR
- Ten (10) years construction experience in the Structural/Building discipline of which at least two (2) years shall have been within the jurisdiction of the HVHZ. An individual qualifying through this path must acquire an Unlimited GC license by exam, from either the CILB OR Broward County Examining Board OR the Miami-Dade Construction Trades Qualifying Board within one (1) year of initial certification as an Inspector
- Inspectors holding a Certificate of Competency in any area of construction shall not use their Certification to engage in free enterprise competing against persons or firms that may do business within Broward County whose work they may also inspect, nor may they allow their Certificate of Competency to be used by another person or firm.

Knowledge, Skills and Abilities:

- Knowledge of building construction methods and materials.

- Knowledge of the Florida Building Code, Broward County Administrative code.
- Knowledge of the general practices and materials of the building trades.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees and the general public.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Position involves various other intermittent physical activities that include, but may not necessarily be limited to climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10 – 40 pounds).

WORKING CONDITIONS

Work is performed indoors and outdoors in all types of weather.

Building Official



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The Building Official is responsible for certifying the Building Division of the Community Development Department and ensuring the enforcement of the Florida Building Code, City Ordinances and Broward County Administrative code. This includes managing and supervising the permitting process, plan review and code enforcement for structural, electrical, mechanical and plumbing trades. Work involves providing staff, and external stakeholders, contractors and professionals with direction regarding compliance with local, state, and federal codes. This role interprets Florida Building Codes and renders final determinations on complex code issues along with administering policy and procedures brought forth by the Broward County Board Rule and appeals. This position reports to the Community Development Director.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Manage the enforcement of policies and procedures for overall operations and activities of the Building Division, e.g. application processing, inspection procedures and review, plans examination.
- Manages the operations of the assigned functional areas; oversees, schedules and assigns duties and tasks for functions under charge, e.g. licensing, permitting, inspections, plan review.
- Consults architects, engineers, general, specialty contractors and homeowners on building permit applications; renders technical advice and assistance to the general public, contractors, engineers and architects.
- Manages plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general and specialty contractors and homeowners on building permit applications; renders technical advice and assistance to the general public, contractors, engineers, and architects. Investigates escalated complaints regarding alleged code violations by assigning follow-up review and taking action.
- Maintains current knowledge of trends and regulatory developments for application to functional areas under charge.
- Coordinates work schedules with departmental staff and with other City departments.
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.

- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed
- Assist with structure fire and structure damage analysis during and after hours.
- Serves as principal enforcing officer of the State of Florida and Broward County Building Codes as mandated under statute(s).
- Enforces local, state, and federal regulations and laws related to an established domain of commercial and residential construction and natural resources.
- Represents the City in legal proceedings related to code violations, standards, and compliance; collaborates with government agencies as necessary.
- Provides direction and interpretation to inspection staff in more complex aspects of work.
- Responds to code interpretation inquiries and concerns from external stakeholders, other entities, and regulatory agencies (associated with structural compliance).
- Interacts, on behalf of the City, with various contractors, developers, planning agencies, and the public; represents the City in intergovernmental activities related to the department's interests.
- Review and manage Flood Plain program.
- Prepare, review and issue all certificate of occupancies and certificate of completion.
- Manage the Building Safety Inspection Program for buildings and structures that have been in existence for a period of 25 years or longer.
- Under a Cooper City State of an Emergency, becomes an essential employee for the City of Cooper City and attends preparation meetings and drills.
- Supervises staff, assist in the hiring processes for building division staff, completes performance reviews and coordinates training of staff.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

- High School Diploma and Ten (10) years of experience directly related to building construction, plan review and inspection services OR Associates Degree in Building Construction, Engineering, Architecture or related field and nine (9) years of experience directly related to building construction, plan review and inspection services OR Bachelor's Degree in Building Construction, Engineering, Architecture or related field and seven (7) years of experience directly related to building construction, plan review and inspection services.
- Must be certified or have the ability to be certified by the State of Florida Building Code Administrators and Inspectors Board (BCAIB) as a Building Code Administrator within ninety (90) days of hire.
- Must possess or be able to obtain certification as a Building Official by the Broward County Board of Rules and Appeals ninety (90) days of hire.
- At least one (1) certification in an inspection trade area in accordance with Florida Statute.
- A minimum of five (5) years of experience in the High Velocity Hurricane Zone (HVHZ) OR Professional Architect or Engineer having practiced within the HVHZ for at least three (3) years.
- Must have at least two (2) year of previous supervisory experience.
- Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field, may substitute on a year-for-year basis for the required experience or education.
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Advanced knowledge of commercial and residential building construction methods and materials.
- Advanced knowledge of the Florida Building Code and Broward County Administrative Code.
- Knowledge of principles, practices, methodologies and techniques utilized to effectively manage and motivate a diverse workforce.
- Knowledge of the available body of literature, resources, and agencies applicable to the effective administration of municipal commercial and residential building and construction functions.
- Ability to read, interpret, and render compliance decisions in construction plans, schematics, blueprints, and related documentation.
- Ability to correctly interpret and efficiently implement all applicable policies and procedures.
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department / organization specific software and ability to learn and become proficient in the use of other specialized software as may be required.
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays or unexpected events.
- Skill in developing and managing project budgets.
- Ability to clearly communicate and understand information in English, both orally and in writing.
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control.
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports.
- Ability to effectively present information and technical advice to top management and all relevant constituents/parties/individuals.
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes and procedures.
- Ability to manage multiple priorities to ensure that deadlines are met and to set priorities that move projects through efficiently to achieve customer and quality objectives.
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes.
- Ability to identify potential issues, modify processes, and resolve conflict as the need arises.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations and action plans in support of goals.
- Ability to lead and motivate others to achieve goals.
- Ability to establish and maintain effective working relationships with those contacted in the course of work regardless of race, religion, age, sex, disability, political affiliation, sexual orientation, and diverse cultural and linguistic backgrounds.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Buyer



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This position is responsible for technical work in procurement, contracts and bid solicitation for City departments. Work includes responsibility for the procurement of items, supplies and services used throughout the City. Work includes reconciliation and upload of P-card transactions into ERP system, vendor maintenance and contract maintenance within the ERP system. Work is performed under general supervision of the Purchasing Manager.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Develops, drafts, and administers City contracts, contract change orders and amendments; recommends changes and administers contract content including materials, equipment, and service costs; develops contract language, ensures compliance with insurance requirements.
- Maintains active contracts log and insurance contract compliance; logs all active contracts, follows up with City Departments and vendors on expiring/expired contracts and expiring/expired insurance; forwards documents for legal review and to records for recordkeeping.
- Purchases supplies, equipment, and facilitates contract services; reviews and approves requisitions and issues purchase orders; prepares and obtains quotes from vendors; confers with customers and City staff to resolve questions and discrepancies regarding purchase requirements.
- Performs research on products and services based on the needs of the departments and makes recommendations as needed.
- Reviews, evaluates, and monitors department purchase requisitions for proper authorization, specifications, and legal compliance.
- Prepares Invitations to Bid, Requests for Proposals, and other solicitation types, in accordance with City policy and procedure, and as required by City ordinance and state statutes.
- Evaluates suppliers, goods, services, bids, and proposals as needed.
- Coordinates the advertisement of statutorily required public notices of committee meetings, and other public purchasing related meetings.
- Coordinates formal pre-bid meetings, bid openings, site visits.
- Approves purchase contracts up to determined limits. Assists departments in drafting specifications and solicits bids on all purchases over determined limits.
- Issues purchase orders, addenda, and vendor notifications.

- Makes recommendations regarding the selection of suppliers based on supplier performance, creditworthiness, overall responsiveness, and cost.
- Resolves problems of shortages and improper orders with vendors.
- Serves as a liaison between the City and vendors. Ensures vendor performance in areas of customer service and support.
- Properly disposes of surplus inventories, scrap material, and surplus or obsolete equipment via City auction/solicitation.
- Enforces City purchasing policies and procedures and ensures expenditures are within budgeted parameters.
- Performs A/P functions in the absence of the Senior Accounting Technician.
- Monitors accounts receivable for EMS Services. Serves as a liaison between residents and billing company when necessary.
- Follows and monitors purchasing laws and regulations.
- Provides backup support to Purchasing Agent, as required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Associate degree or equivalent. Three (3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of current software programs such as Microsoft Word, Excel, and Outlook.
- Knowledge of office technologies such as copiers and facsimile machines.
- Knowledge of the practices involved in governmental purchasing property and control principles and procedures.
- Ability to prepare correspondences, reports, forms, budgets, studies, assessments, financial and payroll documentation, using prescribed formats, and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to apply principles of logical or systematic thinking to define problems, collect data, establish facts, and to draw valid conclusions.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including procurement, financial concepts, and personnel terminology.
- Ability to utilize mathematical formulas such as those used to add and subtract, multiply and divide, and the use of decimals and percentages.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks

may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Camp Counselor



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Provides leadership and coordination of programs and activities designed for children participating in the City's Parks and Recreation Department programs. Employees work collaboratively with Department staff. Responsible for developing program activities and ensuring adherence to departmental policies and procedures. Position supervises the activities, safety and security of registered participants. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Responsible for program operation of assigned program
- Lead recreational and age-appropriate activities with youth including assistance with school work
- Manage minor disciplinary issues
- Assist with supervision of assigned student volunteers
- Greets patrons and responds to general inquiries applicable to assigned program and the Parks and Recreation Department
- Moves frequently with program participants and ensures the safety, care and supervision
- Instructs or assists with implementing activities and supervising of children
- Administers basic first aid in the event of injury
- Performs light upkeep of facility from program use
- Responds to routine questions, complaints, or requests for service
- Communicates with supervisor relative to program needs
- Reports safety concerns and hazards to supervisor
- Ensures and enforces program policies, regulations and safety rules of the Parks and Recreation Department
- Work a varied schedule
- Maintains accurate records of program participants
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; supplemented preferably by zero - two (0 -2) or more years' experience in working with children; an equivalent combination of education, certification, training or experience may be considered.

Ability to obtain First Aid and CPR Certification within initial employment preferred.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge of department policies and procedures regarding effective childcare and safety protocols
- Knowledge of all safety and risk management protocols when managing children
- Skill in providing excellent customer service
- Skill in communications and effective expression and clarity
- Ability to manage groups of participants
- Ability to follow instructions
- Ability to work indoors and outdoors
- Ability to complete light custodial duties
- Ability to react efficiently and effectively in emergency situations
- Ability to follow instructions and learn program operations and incident response protocols
- Ability to work with limited supervision
- Ability to work designated schedule
- Ability to work independently and cooperatively

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (5 - 30 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise

extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.

Chief Electrical Inspector



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The Chief Electrical Inspector provides supervision to the electrical inspectors in the enforcement and interpretation of building codes and regulations related to the electrical discipline, and directly supervises Electrical Inspectors and Plans Examiners. Work involves technical examinations and the application of standard trade practices to inspection work. Inspections are conducted independently but in accordance with the Building Division regulations and established technical standards. Position analyzes current and proposed plans and specifications for ensuring compliance. Supervision is received from the Building Official.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Supervise and train Electrical Inspectors and Plans examiners involved in inspection and plans review with compliance of the Florida Building Code.
- Consults with architects, engineers, general and specialty contractors, and homeowners on building permit applications.
- Educates the public and industry professionals regarding requirements of the building code.
- Provides technical interpretation of the code requirements as related to the State and County.
- Attends special magistrate hearings as an expert witness as required.
- Coordinates work schedules with other trade inspections and with other City departments.
- Investigates complaints regarding alleged code violations and issues notices for remedial action.
- Retains certification through mandatory continuing education programs.
- Provide highly technical plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general contractors, specialty contractors and homeowners on building permit applications;
- Schedule and perform electrical field inspections and electrical plan review to ensure code compliance.
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.
- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed.
- Performs Business Tax field inspections for new business.

- Data entry of inspection results.
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Five (5) years of experience in the construction industry, to include experience within a supervisory/managerial capacity; State of Florida Contractors License; Standard Electrical Inspector Certification; Standard Electrical Plans Examiner License; Broward County Board of Rules and Appeals Inspector and Plans Reviewer; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of building construction methods and materials.
- Knowledge of the Florida Building Code and Broward County Administrative code.
- Knowledge of the general practices and materials of the building trades.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees, and the general public.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Chief Mechanical Inspector



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The Chief Mechanical Inspector provides supervision to the Mechanical inspectors in the enforcement and interpretation of building codes and regulations related to the mechanical discipline, and directly supervises Mechanical Inspectors and Plans Examiners. Work involves technical examinations and the application of standard trade practices to inspection work. Inspections are conducted independently but in accordance with the Building Division regulations and established technical standards. Position analyzes current and proposed plans and specifications for ensuring compliance. Supervision is received from the Building Official.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Supervise and train Mechanical Inspectors and Plans examiners involved in inspection and plans review with compliance of the Florida Building Code.
- Consults with architects, engineers, general and specialty contractors, and homeowners on building permit applications.
- Educates the public and industry professionals regarding requirements of the building code.
- Provides technical interpretation of the code requirements as related to the State and County.
- Attends special magistrate hearings as an expert witness as required.
- Coordinates work schedules with other trade inspections and with other City departments.
- Investigates complaints regarding alleged code violations and issues notices for remedial action.
- Retains certification through mandatory continuing education programs.
- Provide highly technical plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general contractors, specialty contractors and homeowners on building permit applications;
- Schedule and perform mechanical field inspections and mechanical plan review to ensure code compliance.
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.
- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed.

- Performs Business Tax field inspections for new business.
- Data entry of inspection results.
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Five (5) years of experience in the construction industry, to include experience within a supervisory/managerial capacity; State of Florida Contractors License; Standard Mechanical Inspector Certification; Standard Mechanical Plans Examiner License; Broward County Board of Rules and Appeals Inspector and Plans Reviewer; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of building construction methods and materials.
- Knowledge of the Florida Building Code and Broward County Administrative code.
- Knowledge of the general practices and materials of the building trades.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees, and the general public.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in the performance of essential tasks. Position involves various other intermittent physical activities that include, but may not necessarily be limited to; climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10 – 40 pounds).

WORKING CONDITIONS

Work is performed indoors and outdoors in all types of weather.

Chief Plant Operator



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Highly responsible technical and supervisory position involving the administration of daily operations of City's water or wastewater municipal treatment plants independently or in close coordination with the Treatment Plant Superintendent. Reports to the Treatment Plant Superintendent or Utility Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. This is a generic job description that covers operations in both water and wastewater facilities and is not necessarily descriptive of any one position. 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 all activities associated with the water and wastewater treatment plants; provides technical support and guidance for staff under charge.
- Ensures safe, effective operation of plant facilities.
- Conducts frequent and periodic inspections of plants to detect malfunctions, initiates corrective actions in compliance with established regulatory, environmental and department standards.
- Ensures maintenance of accurate and complete records on plant operation and laboratory data.
- Assists in the development and delivery of new worker orientation; ensures proper training and instructions to trainee staff.
- Executes work and maintenance schedules, and ensures that building, grounds and equipment are maintained in proper condition.
- Performs routine laboratory tests and samples according to set test schedules. Reports correct results to the regulatory agencies.
- Assists in formulating and implementing operations rules, methods, techniques and procedures.
- Ensures safe use of all chemical and mechanical treatment related supplies.
- Reads and records daily plant parameters and equipment readings. Adjusts the equipment based on guidelines set by the department.
- Performs or coordinates preventive, actual and emergency maintenance on all electrical and mechanical plant systems.
- Supervises subordinate personnel and recommends disciplinary actions in compliance with City's policies and union contract.
- Collects and verifies all types of data, signs various reports and transmits to appropriate regulatory agencies.
- Assists in developing project specifications related to treatment plants and all appurtenances, including pumps, motors, SCADA, etc.

- Evaluates the needs of materials and services and coordinates all aspects of procurement.
- Assists in developing operating and capital budgets in coordination with Treatment Plant Superintendent and Assistant Director; tracks expenses.
- Manages consultant and contractors in coordination with Treatment Plant Superintendent and Assistant Director.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs related duties as directed.

QUALIFICATIONS

Education and Experience:

High school graduation or possession of an acceptable equivalency diploma. Six (6) years' experience in the operation and maintenance of treatment plants; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Requires minimum 'A' Certification for Chief Water Treatment Plant Operator position and 'B' certification for Chief Wastewater Treatment Plant Operator position. Preference would be given for possessing both certifications. Must have a valid State of Florida driver's license with good driving record. The Director may relax any qualifications requirement based on the operational necessity.

Knowledge, Skills and Abilities:

- Knowledge of water / wastewater treatment plant operations policies, procedures and methods.
- Knowledge of general math principles and basic chemistry as such applies to treatment plant operations and functions.
- Knowledge of environmental and related regulatory standards governing the operations of a public water / wastewater treatment plant facilities.
- Knowledge of City's procurement procedures, personnel policies, union contract and budget.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications including but not limited to SCADA, databases, PLC instrumentation and associated peripheral equipment.
- Ability to develop and maintain records and reports in compliance with regulatory standards.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of moderate weight (up to 50 pounds).

WORKING CONDITIONS

Tasks are mostly performed inside the plant facility with regular visits to the outside environment with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation,

wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, toxic/poisonous agents, gases or chemicals, oils and other fluids, or pathogenic substances.

Chief Plumbing Inspector



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The Chief Plumbing Inspector provides supervision to the Plumbing inspectors in the enforcement and interpretation of building codes and regulations related to the plumbing discipline, and directly supervises Plumbing Inspectors and Plans Examiners. Work involves technical examinations and the application of standard trade practices to inspection work. Inspections are conducted independently but in accordance with the Building Division regulations and established technical standards. Position analyzes current and proposed plans and specifications for ensuring compliance. Supervision is received from the Building Official.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Supervise and train Plumbing Inspectors and Plans examiners involved in inspection and plans review with compliance of the Florida Building Code.
- Consults with architects, engineers, general and specialty contractors, and homeowners on building permit applications.
- Educates the public and industry professionals regarding requirements of the building code.
- Provides technical interpretation of the code requirements as related to the State and County.
- Attends special magistrate hearings as an expert witness as required.
- Coordinates work schedules with other trade inspections and with other City departments.
- Investigates complaints regarding alleged code violations and issues notices for remedial action.
- Retains certification through mandatory continuing education programs.
- Provide highly technical plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general contractors, specialty contractors and homeowners on building permit applications;
- Schedule and perform plumbing field inspections and plumbing plan review to ensure code compliance.
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.
- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed.

- Performs Business Tax field inspections for new business.
- Data entry of inspection results.
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Five (5) years of experience in the construction industry, to include experience within a supervisory/managerial capacity; State of Florida Contractors License; Standard Plumbing Inspector Certification; Standard Plumbing Plans Examiner License; Broward County Board of Rules and Appeals Inspector and Plans Reviewer; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of building construction methods and materials.
- Knowledge of the Florida Building Code and Broward County Administrative code.
- Knowledge of the general practices and materials of the building trades.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees, and the general public.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in the performance of essential tasks. Position involves various other intermittent physical activities that include, but may not necessarily be limited to; climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10 – 40 pounds).

WORKING CONDITIONS

Work is performed indoors and outdoors in all types of weather.

Chief Structural Inspector



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The Chief Structural Inspector provides supervision to the Structural Inspectors and Plans Examiners in the enforcement and interpretation of the Florida Building Codes as it relates to the structural trade. Work involves technical examinations and the application of standard trade practices to inspection work. Inspections are conducted independently but in accordance with Building Department regulations and established technical standards. Position analyzes current and proposed plans and specifications for ensuring compliance. Supervision is received from the Building Official.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Supervise and train Structural Inspectors and Plans examiners involved in inspection and plans review with compliance of the Florida Building Code.
- Consults with architects, engineers, general and specialty contractors, and homeowners on building permit applications.
- Educates the public and industry professionals regarding requirements of the building code.
- Provides technical interpretation of the code requirements as related to the State and County.
- Attends special magistrate hearings as an expert witness as required.
- Coordinates work schedules with other trade inspections and with other City departments.
- Investigates complaints regarding alleged code violations and issues notices for remedial action.
- Assist with structure fire and structure damage analysis during and after hours.
- Retains certification through mandatory continuing education programs.
- Provide highly technical plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general contractors, specialty contractors and homeowners on building permit applications;
- Schedule and perform structural field inspections and structural plan review to ensure code compliance.
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.
- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed.

- Performs Business Tax field inspections for new business.
- Data entry of inspection results.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Five (5) years of experience in the construction industry, to include experience within a supervisory/managerial capacity; State of Florida Contractors License; Standard Structural Inspector Certification; Standard Structural Plans Examiner License; Broward County Board of Rules and Appeals Inspector and Plans Reviewer; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of building construction methods and materials.
- Knowledge of the building, electrical, plumbing and land use codes in force and of the state of Florida and Broward County building codes.
- Knowledge of the general practices and materials of the building trades.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees, and the general public.
- Ability to compile inspection data and make reports relating to code enforcement activities.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in the performance of essential tasks. Position involves various other intermittent physical activities that include, but may not necessarily be limited to; climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10 – 40 pounds).

WORKING CONDITION

Work is performed indoors and outdoors in all types of weather.

The City of Cooper City, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

City Clerk



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Serves as the designated Officer of the City Clerk's Office as established by City Charter. Responsible for directing the City's Administrative Services including but not limited to passport services, Special Magistrate Services, and Records Management. Develops, recommends, and implements a number of administrative services. Work is performed under the general direction of the City Manager.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Manages the Clerk's staff by assessing and distributing tasks and workload; delegates and adjusts workload as may be necessary according to demands and priorities.
- Supervises and manages the City's biennial and special elections in accordance with Florida Statutes and the City Charter as such relates to municipal elections; maintains the elections process under penalty of law.
- Directs the activities of the City's passport acceptance facility, including management of passport acceptance agents
- Coordinates the processing and publishing of the City Commission's bi-weekly and special meeting agendas.
- Coordinates and manages the City's public and permanent records; orders disposition of records having met retention and allocates resources for maintenance and control of records.
- Manages the processing for various formats for maintaining public records such as electronic, imaging, microfilming, and hard copy documents.
- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Provides technical support for programs and systems that are required to perform departmental functions.
- Attends all Commission meetings for the purpose of recording meeting minutes; ensures the effective conduct of meetings through staff assigned to audio and visual setup.
- Publishes legal notices for all public hearings before the Commission and various boards; posts notices of meetings and special meetings.
- Performs certification and recording on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions and contracts, easements, deeds, bonds or other documents requiring City certification.

- Ensures areas of responsibility are performed within budget; monitors revenues and expenditures to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Public or Business Administration or field related to the functional areas under charge. Seven (7) years of progressively responsible experience in governmental administration, with broad exposure and practical experience in the area of public records management, the majority of in supervisor or managerial capacity; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of the laws and policies governing functions of public relations, and contract management.
- Knowledge of budget development and associated accounting practices and administrative policies associated with budget administration.
- Knowledge of the principal duties, responsibilities, and public records management functions of the City Clerk.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to formulate and install methods, procedure forms, and record systems.
- Ability to supervise professional and clerical staff.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

City Manager



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The city manager shall be the chief administrative officer of the city. The manager shall be responsible to the commission for the administration of all city affairs placed in his or her charge by or under the city charter. Under the general direction of the City Commission, executive level administrative, technical, and professional work is performed. Position has latitude in interpreting municipal policy and procedure. Responsibilities include exercising supervision over all municipal employees either directly or through subordinate supervisors, and providing administrative direction to the City department directors.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- See that all laws, provisions of this charter and acts of the commission subject to enforcement by the manager or by officers subject to the manager's direction and supervision, are faithfully executed. Plans and organizes workloads and staff assignments, trains, motivates, and evaluates assigned staff, reviews progress, and directs changes as needed.
- Exercise the administrative powers of the city through such departments, divisions, and agencies as the commission may, by ordinance or resolution, from time to time, establish. The head of each department, division or agency, except as otherwise provided by law or by this charter, shall be responsible to the Manager for the operation thereof, and shall perform such duties and have such powers as may be prescribed. Two or more departments and divisions and agencies may be headed by the same individual. Provides professional advice to the City Commission and department heads; communicates official plans, policies, and procedures to councils, boards, and the public.
- Recommend all department heads and designated assistant department heads, subject to confirmation by the city commission and to recommend removal at will, subject to confirmation by the city commission; except as otherwise herein provided, to employ and remove all other employees of the city, basing such recommendation and removals upon merit and fitness to perform the duties of the position. The terms "department heads" and "designated assistant department heads", as used in this paragraph (C), also applies to those persons who are not employees of the city but perform the functions or duties of a department head or designated assistant department head of the city. The term "confirmation", as used in this paragraph (C), requires examination and approval by majority vote of the city commission. Issues written and oral instructions; assigns duties and examines work for conformance with established policies and procedures.

- Attend all meetings of the city commission with right to take part in the discussion but without having a vote and shall be responsible to see that minutes are kept of the proceedings. Prepares and submits a preliminary annual City's budget and administers the adopted budget.
- Prepare and submit the annual budget and capital improvement program to the commission after inviting and considering individual commissioner input and public input. Ensures all laws and ordinances are faithfully performed.
- Submit to the commission and make available to the public within thirty (30) days after the close of each fiscal year, a complete report on the finances and administrative activities of the city for the preceding fiscal year.
- Make such other reports as the commission may require concerning the operations of city departments, offices and agencies subject to the manager's direction and supervision.
- Supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget and advise the commission on the advantages or disadvantages of contract and bid proposals. No purchase shall be made, contract let or obligation incurred for any item or service which exceeds the current budget appropriation without a supplemental appropriation by the commission. The city manager shall issue such rules governing purchasing procedures within the administrative organization as the commission shall approve.
- Develop job descriptions, pay and benefit plans, personnel policies, and any other matters necessary to exercise control and direction over the city's organization and operations, with such job descriptions, pay and benefit plans, and personnel policies being subject to approval by majority vote of the city commission.
- Perform such other duties as are specified in the city charter or may be required by the commission.

QUALIFICATIONS

Education and Experience:

The city manager shall have a combination of a Bachelor's degree in Public Administration, Business Administration, or other related fields from an accredited college or university and three (3) years' public administration experience; or ten (10) years' experience in public administration, with at least three (3) years' experience in a city manager or assistant city manager position, which is credentialed by the International City Management Association. Must have a valid State of Florida driver's license.

Knowledge, Skills and Abilities:

- Knowledge of City laws, regulations, policies, and practices.
- Knowledge of budget development principles and methods.
- Working knowledge of municipal finance, human resources, public works, public safety, and community development in relation to municipal administration.
- Ability to prepare, administer and implement municipal budgets and programs.
- Knowledge of methods used in developing surveys and preparing reports.
- Ability to analyze and resolve a broad range of administrative and citizens' issues, or direct such to appropriate entities.
- Ability to maintain positive public relations through tact and courtesy.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary work, but which may involve some lifting, carrying, pushing or pulling objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is generally performed indoors in an office setting with occasional exposure to environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Community Development Director



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Directs the Community Development Division for Cooper City, encompassing all activities related to the City's planning, zoning, building permitting/inspections, economic development, and the issuance of local business tax receipts. Plans and implements department goals and objectives; formulates policies and coordinates all administrative aspects of the department. Work involves creating a balanced and sustainable community that will enhance the overall quality of life for our residents, business owners and visitors. Responsible for the directing, training, developing, and evaluating of others. Work is performed under the general direction of the City Manager.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Plans, organizes, and implements department goals and coordinates and integrates all activities toward achievement of established goals and objectives related to the City's planning, zoning, building permitting/inspections, economic development, and the issuance of local business tax receipts.
- Directs and evaluates departmental management responsible for the inspection, occupational licensing and permitting processes of the City; ensures compliance with all pertinent codes, standards, and ordinances related to building, plumbing, structural, mechanical, and electrical.
- Directs and evaluates departmental management responsible for performing professional planning work and extensive research studies relative to the preparation and updating of land use ordinances, land use studies, economic base studies, housing, park, and recreation studies.
- Establishes and maintains an economic development plan and provides initiatives for small businesses in Cooper City.
- Directs and evaluates research that promotes ongoing and future planning and development for presentations to the City Manager and Planning and Zoning Advisory Board; analyzes, revises, and implements regulations and ordinances for, zoning development, code enforcement.
- Directs the processes of site plan approval, annexation review, change of land use, and development requests; directs the application processes for federal, state, and local grant funding.
- Ensures that local, state, and federal regulations and laws related to an established domain of commercial and residential construction and natural resources are enforced.
- Reviews, evaluates, and revises ongoing programs and processes to ensure the department's effectiveness, accuracy, and efficiency.

- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Participates in executive level meetings for the dissemination of information and presentation of annual and special projects goals and objectives.
- Prepares the annual department budget; directs the operation of the department budget, and reviews and approves expenditures.
- Serves as the primary liaison between the City and various contractors, developers, planning agencies, and the public; represents the City in intergovernmental activities related to the department's interests.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Seven (7) years of experience in a related field; or an equivalent combination of education, training, and experience. AICP preferred. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Advanced knowledge of principles, practices, regulations, and techniques in the field of municipal land use planning, comprehensive planning, urban planning and transportation planning.
- Advanced knowledge of the State of Florida Comprehensive Planning Act, city charter, city ordinances, state statutes, and pertinent rules and regulations.
- Knowledge of commercial and residential building construction methods and materials
- Knowledge of the building, construction, electrical, plumbing, structural and land use codes for the State of Florida and Broward County.
- Knowledge of principles, practices, methodologies and techniques utilized to effectively manage and motivate a diverse workforce.
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department / organization specific software and ability to learn and become proficient in the use of other specialized software as may be required.
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays or unexpected events.
- Skill in developing and managing project budgets.
- Ability to clearly communicate and understand information in English, both orally and in writing.
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control.
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports.
- Ability to analyze and interpret technical data and understand and synthesize legal and technical language to develop logical recommendations.
- Ability to effectively present information and technical advice to City Manager and all relevant constituents/parties/individuals
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes and procedures.
- Ability to effectively provide liaison and coordination between the City and other agencies.
- Ability to coordinate, negotiate and resolve conflicting points of view to obtain successful outcomes.

- Ability to manage multiple priorities to ensure that deadlines are met and to set priorities that move projects through efficiently to achieve customer and quality objectives.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations and action plans in support of goals.
- Ability to lead and motivate others to achieve goals.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Crew Leader



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The Crew Leader is responsible for manual labor and supervisory work over a crew of skilled and unskilled workers performing a variety of manual tasks. Responsible for the crew and that their assigned tasks are performed properly and efficiently, and that work schedules are maintained. The work involves the operation of heavy equipment and tools which are needed for tree trimming, landscaping, sidewalk repairs, asphalt work, maintenance of athletic fields, and park renovations.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Supervises and participates in landscaping, planting, mowing, watering, spraying, cleaning and trimming of municipal parks and grounds; planning trees, plants, and shrubbery; operating equipment necessary in completing assigned tasks.
- Inspects work in progress, modifies or adjusts work schedule and related factors to ensure that projects are completed.
- Supervises and trains crews in field; resolves complaints; operates various types of equipment; performs maintenance tasks.
- Supervises and participates in repairing breaks and holes in street surfaces; mixing mortar; erecting signs and barricades, clearing debris.
- Supervises and participates in the lining of playing fields, drag, water, weed, and maintain sport facilities.
- Supervises and participates in the repairs and maintenance of playground equipment to maintain in a proper operating condition.
- Help oversee mowing, landscaping, and tree trimming contracts.
- Exercises care and safety in the use of equipment and tools required to complete assigned tasks.
- Executes purchase orders authorized by the department director.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Four to Five (4-5) years of previous experience in the safe and effective operation of a wide variety of trucks, medium to heavy maintenance and construction equipment, or an equivalent combination of education, training, and experience. Possession of a valid Florida CDL Class A or B is preferred. Class B trimmers license required.

Knowledge, Skills and Abilities:

- Knowledge of the occupational hazards of the trade and of proper use of safety procedures.
- Ability to operate equipment used for tree trimming, landscaping, sidewalk repairs, asphalt work, maintenance of athletic fields, and park renovations.
- Ability to understand and carry out instructions and to complete work assignments correctly.
- Ability to perform heavy manual labor for extended periods, often under hot and humid conditions.
- Ability to install, maintain landscaping.
- Ability to communicate effectively.
- Ability to read and understand blueprints and as-built drawings.
- Ability to operate a City vehicle and equipment.
- Ability to work a flexible work schedule, including call outs.
- Ability to establish and maintain effective working relationships with other City employees, department officials and the public.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort which may involve heavy lifting, carrying, pushing and pulling of objects and materials of heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks require sound and visual perception and discrimination. Tasks may involve extended periods of working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, humidity.

WORKING CONDITIONS

Tasks are regularly performed inside and outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and disease, or pathogenic substances.

Customer Service Representative I



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This is responsible customer service oriented clerical work, which involves greeting and receiving customers, processing payments, and aiding customers in resolving accounts related discrepancies. Work also includes accounting for cash and negotiable instruments received from the public. Employees in this classification function in an entry level capacity in maintaining customer utility accounts. Employees in this classification assume responsibility for more complex aspects of the work through experience in the position. Work is performed under direct supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Greets and receives walk-in customers and the public at City Hall, answers phone calls, responds to emails and processes mail.
- Processes payments, accepts cash, checks and other negotiable instruments, issues receipts.
- Researches and resolves customer concerns and accounts related discrepancies, e.g., high consumption complaints, meter re-reads.
- Provides explanation regarding utility billing functions; responds to general information requests
- Balances daily revenue intake from cash drawer and prepares daily deposits for City bank account.
- Maintains, create and updates customer accounts, e.g., payments, closing or opening accounts.
- Participates in other utilities accounts related activities, e.g., turn off lists, process lien inquiries, preparing work orders.
- Provides assistance and guidance to newer staff in department processes and procedures.
- Scans and attaches all backup for customer accounts.
- Answer the phone and aids in resolving customer inquiries.
- Checks reports on a regular basis to locate high balances due to possible tampering or broken meters; create work orders to have the meters checked.
- Processes release of liens on accounts due to high balances.
- Cross trains and provides back up for Customer Service II.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. One to two (1-2) years of experience in a related field; or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license.

Knowledge, Skills and Abilities:

- Knowledge of principles of cashiering.
- Knowledge of business arithmetic.
- Knowledge of office procedures, methods, and equipment.
- Ability to promote and maintain effective departmental and public relations.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Customer Service Representative II



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This is highly responsible customer service oriented clerical work, which involves greeting and receiving customers, processing payments, and aiding customers in resolving accounts related discrepancies. Work also includes accounting for cash and negotiable instruments received from the public. Employees in this classification function in a journey level capacity in maintaining customer utility accounts. Position also provides aid and guidance to newer staff in department processes and procedures. Work is performed under direct supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Greets and receives walk-in customers and the public at City Hall, answers phone calls and aids in solving customer inquiries.
- Review "Value Adjustment Board" letter from Broward County Property Appraiser monthly for changes with accounts.
- Processes payments, accept cash, checks and other negotiable instruments; issues receipts.
- Prepares liens to be sent to county to be recorded and then released when paid in full.
- Researches and resolves customer concerns and accounts related discrepancies, e.g., high consumption complaints, meter re-reads.
- Provides explanation regarding utility billing functions; responds to general information requests.
- Balances daily revenue intake from cash drawer and prepares daily deposits for City bank account.
- Maintains, create and updates customer accounts, e.g., payments, closing or opening accounts.
- Participates in other utilities accounts related activities, e.g., turn off lists, process lien inquiries, preparing work orders.
- Provides assistance and guidance to newer staff in department processes and procedures.
- Processes return payments.
- Verifies deposit receipt from back and research deposit discrepancies.
- Sorts all incoming mail daily.
- Enters Meter reads manually, if necessary.
- Enters payment arrangements/promise to pay from residents. Go through accounts with payment arrangements and adjust late fees.
- Sends notification to owners regarding tenants' water turns off.
- Creates work orders to turn on or turn off water services.

- Assembles welcome brochures for new residents.
- Verifies supplies are stocked and readily available to perform daily duties.
- Processes EMS delinquent charges.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Two to three (2-3) years of experience in a related field; or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license.

Knowledge, Skills and Abilities:

- Knowledge of basic accounting concepts and regulatory standards.
- Knowledge of administrative support procedures and practices. Ability to communicate in writing and orally.
- Ability to promote and maintain effective public relations.
- Skilled in basic mathematical functions, e.g., addition, subtraction, multiplication, division.
- Skilled in using modern office technologies, e.g., calculator, computer, printer, photocopier, cash register and a computerized handheld device.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Customer Service Representative III



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Responsible for assisting in the daily activities of the Utility Customer Service Division: including helping customers and processing payments for new services as well as finalizing old utility accounts. Employees in this classification are responsible for serving as second in command in the Customer Service Division and support development and implementation of Utility Billing policies and procedures as instructed by the Customer Service Supervisor. Also acts as backup for Customer Service Rep II for performing daily deposits.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Processes payments and applies to proper accounts, balances payments to the general ledger.
- Prepares and posts department deposits for the City; prepares and sends out deposit letters.
- Creates and maintains accounts, processes work orders for new accounts.
- Performs posting and balancing functions for accounts receivable.
- Provides assistance to departments, department staff and customers.
- Researches and resolves customer complaints and any inaccuracies; analyzes and reconciles outstanding account balances.
- Supports efficient department operations through administrative tasks, e.g., answering telephones, greeting the public, distributing mail, processing correspondence.
- Accesses, inputs, and retrieves information from a computer.
- Import and Export handheld as well as Radio meter reads and routes.
- Reviews and creates route books as accounts are created.
- Processes lien searches including information from the Building and Code Enforcement Depts.
- Reviewing and preparing billing and notices.
- Tracks and posts bad debt.
- Billing customers of all fees including, turn off, turn on, tampering, etc.
- Posts web payments daily.
- Verify deposits and prepare daily deposit bag.
- Maintains all final work orders.
- Registers abandoned properties in the City.
- Archives paperwork monthly.

- Assist Customer Service supervisor with division functions.
- Finalizes and opens new utility accounts.
- Provides backup assistance as a US Passport Agent.
- Provides training, guidance, and instruction to customer service staff.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Associate degree or equivalent. Two to three (2-3) years of experience in a related field; or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license.

Knowledge, Skills and Abilities:

- Knowledge of basic accounting concepts and regulatory standards.
- Knowledge of administrative support procedures and practices.
- Ability to communicate in writing and orally.
- Ability to promote and maintain effective public relations.
- Skilled in basic mathematical functions, e.g., addition, subtraction, multiplication, division.
- Skilled in using modern office technologies, e.g., calculator, computer, printer, photocopier, cash register and a computerized handheld device.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Director of Communications / **Public Information Officer**



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The Director of Communications/Public Information Officer (PIO) leads the strategic vision and implementation of Cooper City's external and internal communications. The Director works closely with senior leadership within the organization as the communications partner on a variety of strategic initiatives. This position is responsible for developing, maintaining, and updating the City's Communications Strategic Plan and reporting measurable results to the City Manager on a frequent basis. The overall goal is to ensure residents and community stakeholders receive accurate, timely and informative communications from the city via owned, shared, and paid media and to make the City a primary source of information. The Director also serves as the brand manager for the organization.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Act as the primary media liaison for the City, including proactive and reactive media relations. PIO may serve as an official spokesperson when designated by the City Manager.
- Devise and implement the communications and marketing strategies, messaging and tools needed to build and preserve the image of the City.
- Manage the City's brand to ensure a cohesive look and consistent message on all materials carrying Cooper City's name and logo.
- Coordinate the distribution of timely, accurate and essential information to residents and other stakeholders via the city's website, social media accounts, newsletters and other forms of communication deemed appropriate.
- Serve as editor and manager of the City's periodical publications, including our quarterly magazine and the State of the City address.
- Actively participate in the planning, promotion and implementation of major Cooper City community events and activities and attend as appropriate.
- Build positive relationships with local businesses, homeowner associations, and local community partners, etc.
- Act as City's coordinator for special initiatives led by Broward County and other municipalities and regional groups, as appropriate.
- Develop communications plans and budgets for the long-term communications strategy of the City.

- Respond and reach out to citizens' groups, individuals and organizations through conferences, correspondences and telephone to provide information to the public.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree in communications, public relations, marketing, telecommunications, English or related field. At least 5 years of Public Relations/Communications experience with a proven track record in a fast-paced environment, or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Excellent written and verbal communication skills, specifically including expertise in AP Style.
- Strategic thinker who excels at devising and executing original, creative and innovative ideas.
- Strong organizational skills and ability to handle multiple tasks and meet deadlines.
- Able to excel in a fast-paced environment with changing priorities.
- Able to take a positive team approach to working with government, community and business partners.
- Knowledge of Microsoft Office software, including Word, Excel and PowerPoint
- Knowledge of design software such as Adobe product package or Canva, etc. If not yet acquired skill, ability to learn use of programs on the job.
- Knowledge of various social media platforms and ability to learn the use of back-end website platforms, content management systems, and video editing, etc.
- Ability to respond to common inquiries or complaints from residents or members of the business community.
- Ability to write speeches and articles that conform to a professional style and format.
- Ability to effectively present information to employees, public groups and elected officials.
- Ability to represent the City in a professional, progressive and positive manner.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and walking.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Electrical Inspector



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This is highly responsible technical work in the enforcement of Electrical codes governing the State of Florida and Broward County. Performs professional, technical, and administrative work in relation to regulatory standards, inspection activities, and permitting and licensing functions for residential and commercial building construction throughout the City. Position is responsible for performing professional plans review work associated with the daily operations of the Building Division. Work is performed under the general direction of the Building Official and Chief Electrical Inspector.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Reviews submitted plans and performs field inspections for conformance with established code.
- Consults with architects, engineers, general and specialty contractors, and homeowners on building permit applications.
- Educates the public and industry professionals regarding requirements of the building code.
- Provides technical interpretation of the code requirements as related to the State and County.
- Attends court hearings as expert witness as required.
- Coordinates work schedules with other trade inspections and with other City departments.
- Investigates complaints regarding alleged code violations and issues notices for remedial action.
- Retains certification through mandatory continuing education programs.
- Provides highly technical plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general contractors, specialty contractors and homeowners on building permit applications;
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.
- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed.
- Performs Business Tax field inspections for new business.
- Data entry of inspection results.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

- Have graduated from a standard high school or vocational school or possess a G.E.D. certificate from a recognized issuing agency. Qualifying work experience may be substituted for the High School or equivalent education requirement on a year-for-year basis
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.
- Certified by the Building Code Administrators and Inspectors Board (BCAIB) as an Electrical Inspector (Required certifications must be kept current to continue employment in this class).
- Engineers are exempt from BCAIB certification
- Certification by the Broward County Board of Rules and Appeals (BORA) and meet at least one of the following (Applicants holding a Bachelor or an Associate of Science Degree in Electrical Engineering may be credited for two (2) years for a Bachelor Degree or one (1) year for an Associate Degree towards the BORA combined experience certification requirements):
 - An Engineer in the discipline requested OR
 - Five (5) years construction experience in the electrical discipline in a supervisory capacity and possess a Certificate of Competency as a Master Electrician or Electrical Contractor OR
 - Five (5) years construction experience in the electrical discipline and five (5) years of experience as an Electrical Inspector certified by BCAIB and possess a Certificate of Competency as a Master Electrician or Electrical Contractor OR
 - Seven (7) years construction experience in the electrical discipline and possess a Certificate of Competency as a Journeyman Electrician OR
 - Ten (10) years of experience as an Electrical Inspector certified by BCAIB.
- Possess a current Certificate of Competency or Professional License in the electrical discipline as a Master Electrician or Electrical Contractor or Journeyman Electrician issued by at least one of the following entities:
 - Florida Electrical Contractors Licensing Board
 - Broward County Central Examining Board of Electricians
 - Miami-Dade County Construction Trades Qualifying Board, Block proctored
 - Florida Board of Professional Engineers
 - Per Chapter 7-575, paragraph 4 (b) of the laws of Florida, Inspectors holding a Certificate of Competency in any area of construction shall not use their Certification to engage in free enterprise competing against persons or firms that may do business within Broward County whose work they may also inspect, nor may they allow their Certificate of Competency to be used by another person or firm.

Knowledge, Skills and Abilities:

- Knowledge of building construction methods and materials.
- Knowledge of the Florida Building Code, Broward County Administrative code.
- Knowledge of the general practices and materials of the building trades.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees and the general public.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Position involves various other intermittent physical activities that include, but may not necessarily be limited to climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10 – 40 pounds).

WORKING CONDITIONS

Work is performed indoors and outdoors in all types of weather.

Electrician Assistant



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Entry-level position assisting in installing, maintaining, repairing, and replacing electric parts, equipment, and pumps, generators, motors and other components at treatment plants, lift stations and accessory buildings. Reports to the Electrician Supervisor or Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Uses electrical and electronic test equipment to check the condition of electrical and electronic systems and equipment and to detect causes of electrical failures and malfunctions.
- Troubleshoots, monitors, and maintains wastewater pumping station alarm units, generators throughout the city, including electrical and electronic systems at the plants, pumping stations and lift stations.
- Maintains and repairs electrical equipment for the City.
- Maintains and repairs street lights, park field lights, and parking lot lights, if required.
- Disposes of electrical parts according to EPA standards.
- Maintains inventory or materials required for job; may orders materials as needed.
- Assists electrician supervisor and supervisors in other divisions, when directed.
- Maintains records of work performed.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D. equivalency supplemented preferably by a vocational/ technical certification in electric work.

One (1) year or more of experience servicing, maintaining and repairing electrical systems; or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license with good driving record.

Knowledge, Skills and Abilities:

- Basic knowledge of water/wastewater utilities electrical equipment, controls and components.
- Ability to read, interpret drawings and schematics.
- Skill in the application of basic electrical standards and codes

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10-50 pounds).

WORKING CONDITIONS

Tasks are performed both inside the plants and outside with regular visits to the treatment plants, storage tanks, lift stations and job sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, or pathogenic substances.

Electrician Supervisor



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Responsible for skilled and specialized work at journey man and supervisory levels primarily in the electrical system maintenance of water and wastewater plants, water and wastewater transmission and collection equipment, facilities, emergency generators, monitoring of telemetry system, diagnosing problems and making appropriate repairs. Work is normally performed independently and requires considerable level of initiative and judgment in determining necessary methods, procedures, and equipment to efficiently complete the tasks. Reports to the Plant Operations or Field Operations Superintendent or Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Monitors, maintains, repairs or supervises electrical and electronic equipment used in water and wastewater operations including but not limited to water and wastewater plants, water storage tank, wastewater pump/lift stations, telemetry system, motorized electrical units, pump and process control systems, generators, transformers, switches, sensors, valves and related appurtenances.
- Performs skilled labor at journeyman level with general electrical duties.
- Diagnoses problems, makes appropriate repairs or adjustments to electrical and control system equipment including computer hardware and software.
- Maintains electrical emergency equipment, including generators.
- Operates equipment such as generators, control equipment, telemetry equipment, personal computer, motors, diagnostic tools, power tools, hand tools, meters, etc.
- Receives, generates and maintains work orders.
- Trains and supervises subordinates staff, where necessary.
- Prepares reports or memos.
- Interacts and communicates with various groups and individuals such as City employees, sales representatives, engineers and contractors.
- Performs related supervisory functions including, but not limited to, assisting in preparing budget, disciplining subordinate employees, writing specifications, ordering parts, monitoring purchases and attending meetings.
- Attends and completes coursework and training for applicable hardware and software.
- Punctuality and regular attendance are essential functions of this position.

- Participates in mandatory emergency call-out rotation. Must respond to emergency as required and stay at the workplace for extended periods of time.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Graduation from high school or possession of an acceptable equivalency diploma. Must possess at least seven (7) years' experience in the respective field with five (5) years of supervisory experience, including five (5) years' experience as a licensed Journeyman Electrician with specific experience in the water and wastewater utilities function; or an equivalent combination of education, training, and experience. Director may relax any qualifications requirement based on operational necessity. Must have a valid State of Florida driver's license with good driving record.

May require to obtain a Class "B" driver's license within the first 12 months of employment

Knowledge, Skills and Abilities:

- Knowledge, proficiency and skill in the use of standard tools, light power-driven equipment, heavy equipment, generators, transfer switches and other equipment.
- Knowledge of occupational hazards and safety precautions.
- Basic knowledge of budget, procurement and personnel manual/policies.
- Ability to plan, organize, and direct the work, including that of contractors.
- Ability to establish and maintain effective working relationships with other employees, sales representatives, engineers, contractors and the general public.
- Ability to read and interpret data from a variety of formats such as blueprints or drawings.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but not limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10-50 pounds).

WORKING CONDITIONS

Tasks are performed both inside the plants and outside with regular visits to the treatment plants, storage tanks, lift stations and job sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, or pathogenic substances.

Engineering Inspector/Plans Examiner



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Responsible for work of above-average complexity in reviewing and inspecting mostly civil engineering projects. Performs plan review tasks, permit approvals, inspections and closeout for development and redevelopment projects to include, but not limited to, utility infrastructure covering water, sewer, paving, sidewalks, and drainage. Work is generally performed independently, making sound technical judgement in close coordination with the City Engineer and Community Development Department. Reports to the City Engineer or Utilities Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Reviews plats for rights-of-way and easements and plans, issues permits in compliance with applicable codes and standards and inspects construction for utilities infrastructure such as water, sewer, drainage, roadway, sidewalks, etc. for land development and redevelopment projects; ensures compliance.
- Coordinates and assists with development project closeout including, but not limited to, assembling necessary documents for Commission approval and recordation.
- Reviews and inspects utility installations to determine compliance with approved permits and plans including telephone, electric, cable, gas, etc.
- Investigates complaints and makes field checks on requests received in the engineering office, through telephone, email, letter or in person; investigates encroachments to the public right-of-way; investigates water or flooding conditions; investigates poor road conditions such as rough pavement or holes and similar violations of City ordinances; speaks with concerned people and explains the City's viewpoint and policy on the request or complaint; makes progress reports to the superiors.
- Reads and interprets construction plans and specifications; reviews various construction related documents, such as quality control plans, construction schedules, pollution plans, and activity hazard analysis; prepares and compiles inspection reports; conducts visual on-site inspection of the project during all stages of construction, including the examination of construction material; conducts field tests or makes arrangements for tests by approved laboratories; reviews test reports to determine whether or not materials and installation are in accordance with regulatory requirements; performs initial and final inspection of projects to be owned or maintained by the City.
- Reviews plans, detailed specifications, and shop drawings and makes advance preparation for pre-construction conferences.

- Provides explanation of City's engineering standards and other regulatory requirements to the developers and their engineers.
- Serves as the first line of communication and interaction with the construction team and the public. Addresses project issues, develops and proposes solutions, and presents to management for approval.
- Reviews and supervises City projects, when required, to ensure adherence to approved project plans, specifications, City codes, regulations and other standards for design and construction; prepares quality assurance plans and inspection schedules in coordination with project managers; reviews contractor's proposed work schedule and tracks work progress for compliance with project schedule; coordinates approved project work with contractor, city departments, county or state agencies in order to facilitate job progress while ensuring the safety of the general public as well as keeping inconvenience of the public during construction to a minimum. Reviews change orders and make appropriate recommendations.
- Coordinates and assists with reporting of National Pollutant Discharge Elimination System (NPDES) permit.
- Prepares and completes various types of correspondence, documents, forms and reports.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent, preferably supplemented by college-level courses in civil engineering or closely related field. Five (5) years of experience in development projects or public works construction with emphasis in water, sewer, drainage and roadway construction; or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license with good driving record. Preference would be given for specialty certifications.

Knowledge, Skills and Abilities:

- Knowledge of modern methods and techniques of construction of potable water systems, sewers, drains, streets, and other public works construction.
- Knowledge of the standard engineering and architectural terminology, techniques, and practices, pertinent specifications, or codes for the area of assignment.
- Knowledge of the types of tests performed on construction materials and their application.
- Knowledge of codes, legal and administrative regulations, specifications, standards, etc. related to development and public construction projects.
- Knowledge of basic math principles and practices involved in civil engineering and construction.
- Ability to detect and locate defective materials and workmanship during the progress of a construction project and ability to evaluate the course of action proposed to be taken to remedy the defect to bring the construction into compliance with the plans and specifications.
- Ability to read and interpret engineering and architectural plans and specifications and to recognize deviations from such plans in the construction process.
- Ability to read and interpret various construction related documents, such as quality control plans, health, and safety hazard analysis, and recognize deviations from standard industry practice, and deviations from such plans.

- Ability to inspect public works projects under construction and to detect deviations from approved designs, specifications, and construction practices.
- Ability to maintain records and prepare reports on various phases of construction.
- Ability to read and interpret engineering plans, specifications, sketches and field notes, and other related documents with a high degree of accuracy.
- Ability to make detailed technical inspections and to enforce regulations with firmness, tact, and impartiality.
- Ability to perform manual tasks involving physical strength and continuous outdoor activity.
- Ability to make decisions requiring the use of technical judgment.
- Ability to effectively supervise and inspect the work of both contract and City employees assigned to engineering and architectural projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with contractors, the public, city officials, and others involved in public works construction.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light moderate weight not exceeding 40 pounds.

WORKING CONDITIONS

Tasks are performed both in the office setting and outside environment with regular visits to the project or construction sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, or pathogenic substances.

Equipment Operator



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Semi-skilled work operating motor vehicles or construction equipment in the performance of maintaining and repairing city streets, grounds, lots, and property. An employee assigned to this classification is responsible for the safe operation of the vehicle or equipment. Responsibilities include performing routine safety checks and maintenance of the equipment as necessary.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Performs skilled operation of various trucks and medium to heavy equipment.
- Operates equipment for excavation, construction and maintenance purposes, backhoe, front-end loader, excavator, trencher, aerial lift trucks, mowers, sidewalk grinders, tractors, root pruner, and stump grinders.
- Operates various truck and trailer combinations in the loading and hauling of equipment and supplies.
- Performs routine cleaning, inspection, and preventative maintenance on assigned equipment and reports defects, maintenance and repair needs to appropriate staff for resolution.
- Receives and complies with instruction and training for performing all duties in conformance to appropriate safety and security standards.
- Assists with the duties of field crews, trades staff, and other maintenance personnel to support accomplishing work objectives as required or assigned.
- Maintains records and documentation according to work orders that are assigned and completed.
- Perform pavement stripping throughout the city.
- Sidewalk repairs, asphalt repairs, fence repairs, and net repairs on athletic fields
- Installs speed limit signs and street signs throughout the city.
- Trims and cuts down trees after storm or during Storms, and preventative maintenance on trees in the right of way, in parks, and at our facilities
- Replaces tennis nets and repairs windscreens on fences.
- Assist in overseeing city-wide capital projects.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High School Diploma/GED; possession of a valid Florida CDL Class A or B is required. Three (3) years of previous experience in the safe and effective operation of a wide variety of trucks, medium to heavy maintenance and construction equipment, or an equivalent combination of education, training, and experience.

Knowledge, Skills and Abilities:

- Knowledge of the operating characteristics of assigned equipment.
- Knowledge of work hazards and safety precautions to be taken when operating various types of equipment
- Knowledge of and the ability to operate or drive equipment in conformity with state and local driving laws and ordinances.
- Knowledge of routine maintenance procedures of assigned equipment and vehicles.
- Ability to make minor operating adjustments and recognize operating deficiencies.
- Ability to perform semi-skilled and strenuous manual labor.
- Ability to understand and follow oral and written instructions.
- Ability to use a variety of power and hand tools used in ground keeping and streets maintenance activities.
- Ability to establish effective working relationships with other employees.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort, which may involve heavy lifting, carrying, pushing and pulling of objects and materials of heavy weight (e.g., up to 100 or more pounds). . Tasks require physical agility in which some combination of the following is typically required such as bending, kneeling, climbing, crawling, and stooping. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions including solar radiation, heat, and humidity.

WORKING CONDITIONS

Work is performed outdoors in all types of weather, including but not limited to exposure to extreme heat and cold, wetness, humidity, traffic hazards, machinery hazards, toxic agents, noise, smoke, dust, pollen, dirt, etc.

Executive Assistant to Elected Officials



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This is an advanced, confidential and highly responsible administrative assistant position where work is performed for the City Commissioners and Mayor, as the elected officials of the City of Cooper City.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Performs complex, specialized and confidential administrative support work on behalf of the Elected Officials.
- Accountable for acting as confidential liaison for the Elected Officials with City Management, Neighboring City Officials, Local, State, and Federal Agencies, Committees and Advocacy Groups, School Officials and coordinators, city staff, city advisory boards, residents, vendors and the local business community, in compliance with applicable laws.
- Coordinates complex travel arrangements and scheduling (this may require coordination with affiliated groups, agencies and committees), budget management including receipt retrieval, Per Diem Requests, Budget Requests for Reimbursement when travel is reserved by means other than the City's preferred method of procurement.
- Secures attendance and participation in conferences, trainings and state and federal advocacy events on behalf of the Elected Officials.
- Performs a variety of specialized, complex and highly visible executive administrative functions including the generation of material for Elected Officials public speaking engagements, including, but not limited to speech writing, letter writing and article preparation.
- Researches and prepares materials for official correspondence of the Elected Officials.
- Researches and develops material for publication for the Elected Officials.
- Attends meetings, conferences and briefings for the purpose of providing representation for or by the Elected Officials. Reports to the Elected Officials, and provides a briefing and information on perspective gained concerning such meetings, conferences and briefings or the material or information disseminated on their behalf.
- Classifies sensitive, complex information and provides analytical perspective to Elected Officials when requested.
- Updates Advisory Boards regarding statutory requirements and ensures that all members are aware of Sunshine requirements, city ordinances and procedural policies in coordination with City Clerk and City Attorney.

- Provides administrative support to advisory boards including budget procurement, management and maintenance; coordinates meeting times, dates venues and public postings.
- Creates and prepares awards, certificates, letters of commendation and goodwill memorabilia for public presentation and issuance to residents, organizations, city employees, public officials, and other community leaders as requested by Elected Officials.
- Reads and screens incoming correspondence, making preliminary assessment of the sensitivity, priority, importance, propriety and resolution. Makes resolution referrals to appropriate executive staff or provides resolution by means of procedural protocol and practiced knowledge of city functions.
- Coordinates with the City Clerk regarding Public Official requirements such as annual ethics training hours, office account reporting (when applicable), lobbyist meeting requests, public appearances involving more than one member of the Commission, Form 1 collection, Broward County Code of Ethics Disclosure Form completion and other city, county and state required submissions or transmittals.
- Researches and compiles data and materials for use in Elected Official meetings.
- Attends community meetings and events with the Elected Official and contributes to meeting dialogue, as requested. Attends events and meetings on behalf of elected official, if requested, when Elected Official unable to attend.
- Receives incoming calls and applies applicable discretion regarding the response which may involve the transmittal of information to executive level city staff, coordination with various city departments, or direct resolution. Arranges for City Manager's assistant to receive calls when out of the office and covers calls for City Manager's assistant when requested.
- Keeps the Elected Officials apprised of use of city leave time and absences from office, in accordance with Elected Official requirements and responses.
- Performs all departmental procurement activities for the management of the commission office as well as on behalf of the Elected Officials.
- Maintains positive working relationships with members of city staff, management, residents, the business community, vendors, representatives and staff.
- Coordinates and hosts events for and by the Elected Officials.
- Attends city functions as a representative of the Elected Officials.
- Receives Advisory Board direction from the City Clerk based on Commission Meeting action and coordinates with Advisory Boards regarding the execution of that direction.
- Makes inquiries for information from City staff on behalf of the Elected Officials.
- Completes special projects as requested by the Elected Officials.
- Performs scheduling and communicating on behalf of the Elected Officials.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Four to five (4-5) years of experience in a related field; or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license.

Knowledge, Skills, and Abilities:

- Knowledge of local government practices and procedures deadlines.
- Skilled in verbal and written communication.
- Skilled in organization and the ability to multitask.

- Skilled in interpersonal and customer service.
- Skilled in the use of standard office equipment and Microsoft Office Suite.
- Skilled in problem solving and decision making.
- Ability to function as gatekeeper and escalate relevant information to Elected Officials as needed.
- Ability to work effectively with minimal supervision.
- Ability to treat confidential information with appropriate discretion.
- Ability to pay attention to details.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5- 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Facilities Maintenance Supervisor

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The Facilities Maintenance Supervisor is responsible for supervising the maintenance of city parks and facilities.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Supervises the maintenance and preparation of athletic fields.
- Oversees all chemical applications to ensure compliance with regulations.
- Maintains irrigation clocks, valves, and heads, repairs leaks.
- Oversees ground maintenance at city sport complex.
- Manages and supervises the maintenance of all equipment in parks.
- Supervises the maintenance of all athletic equipment, including goals, corner flags, pitching mounds, and temporary fences.
- Coordinates monthly division safety meetings; ensures employee compliance with all safety guidelines.
- Reviews employee time sheets and signs timesheets at end of pay periods.
- Reviews operation/maintenance work schedules and job progress to ensure maximum utilization of assigned staff, equipment, and facilities.
- Maintains and orders equipment, tools, and supplies.
- Assists with the development and implementation of operations and maintenance programs.
- Inspects and evaluates services provided by external agencies and private contractors to ensure compliance with contract provisions.
- Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- Operates tools and equipment as necessary.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Possession of Certified Pesticide Applicator License. Must possess a commercial driver's license (CDL) class A or B.

Knowledge, Skills and Abilities:

- Knowledge of ground maintenance methods and materials.
- Knowledge of landscaping principles and practices.
- Knowledge of supervisory principles and practices.
- Knowledge of irrigation system maintenance principles.
- Knowledge of department and city policies and procedures, and relevant federal, state, and local laws and regulations.
- Knowledge of Florida chemical application regulations.
- Knowledge of work safety principles.
- Skill in the operation of job-related vehicles, tools, and equipment.
- Skill in the repair and maintenance of tools and equipment.
- Skill in the development and provision of safety training.
- Skill in the supervision of personnel
- Skill in oral and written communication.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort which may involve heavy lifting, carrying, pushing and pulling of objects and materials of heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, humidity.

WORKING CONDITIONS

Work is performed indoors and outdoors in all types of weather.

Field Operations Superintendent-UTIL



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Highly responsible managerial and technical work in supervising field operations, maintenance, improvement, repair, and environmental compliance activities associated with the City's water, wastewater and stormwater infrastructure. Work is mostly performed independently. Reports to the Assistant Utilities Director or Utilities Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Ensures that all activities of City's water, wastewater and stormwater infrastructure is operated and maintained in order to provide constant and reliable services to the City's residents and maintain compliance with all pertinent regulations.
- Plans, organizes, assigns and supervises the work of supervisors and subordinate work crews engaged in construction, installation, repair and maintenance of water, wastewater and stormwater infrastructure, lift stations, service connections, water meters, valves, appurtenances, wells, etc.
- Inspects work for progress and for conformance to established standards; provides technical support and guidance for staff under charge.
- Reviews plans, diagrams, and related documentation for conformance to adapted standards and established environmental compliance principles.
- Applies improved work procedures to assure safety and efficiency of operations; reports unusual problems and suggests remedial solutions.
- Assists in developing plans and specifications for maintenance and repair work. Generates and manages work orders.
- Ensures maintenance of accurate records including, completion of GIS maps and critical data base.
- Participates in applicant reviews, interviews, and makes hiring recommendations.
- Develops and implements effective delivery of new worker orientation; ensures proper training and instructions to trainee staff.
- Conducts and supervises annual performance reviews and recommends disciplinary actions in compliance with the City's policies and labor union contract.
- Compiles required information and data for procurement; manages procurement and assists in preparing agenda items.
- Supervises contractors, where required.

- Develops operating and capital budgets in coordination with the Assistant Utilities Director or Utilities Director's designee; tracks expenses.
- Responds to customers and assists with facilities tours.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school graduation or possession of an acceptable equivalency diploma. Ten (10) years of progressively responsible experience in utilities or public works operations, including at least five (5) years of experience in a supervisory capacity; or an equivalent combination of education, training, and experience. An Associate's Degree is highly desirable. Must have a valid State of Florida driver's license with good driving record.

Licenses or Certifications:

Must possess, at a minimum, a State of Florida Class III Water Distribution Operator's license. Wastewater collection certification from FWPCOA or equivalent is highly desirable.

Special Requirements:

Performs or supervises line locates and related functions, including but not limited to fieldwork, documenting and reporting.

Knowledge, Skills and Abilities:

- Knowledge of the materials, methods, practices and equipment used in the operations, maintenance and repair of utilities infrastructure.
- Knowledge of regulatory standards and compliance principles applicable to municipal water, wastewater and stormwater.
- Knowledge of general math principles applicable in field operations.
- Knowledge of City's procurement procedures.
- Knowledge of City's personnel policies and labor union contract.
- Ability to plan, assign, coordinate and supervise the work of subordinate crew.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to deal effectively and courteously with City officials and the general public.
- Ability to communicate effectively in both oral and written formats.
- Ability to estimate amounts of materials and equipment required for future operations.
- Ability to supervise the maintenance of records and to prepare activity reports.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light moderate to heavy weight 50 pounds or more.

WORKING CONDITIONS

Tasks are mostly performed in the outside environment with regular visits to the treatment plants, storage tanks, lift stations and job sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, or pathogenic substances.

Field Operations Supervisor



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under the direction of the Public Works Director, highly responsible managerial, and technical work in supervising the daily operations and activities of a wide range of construction, maintenance, and renovation projects in the landscape, grounds and or building maintenance divisions.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Plans, organizes, assigns, and supervises the work of skilled work crews engaged in the maintenance of buildings, grounds, roads, sidewalks, and landscaping.
- Inspects work for progress and for conformance to established standards; provides technical advice to work crews in techniques and practices.
- Reviews and requisitions materials and supplies required by their division. Makes cost estimates for project needs and maintains records.
- Supervises work procedures to assure safety and efficiency of operations. Manages unusual problems and implements remedial solutions.
- Develops and schedules the plans for the completion of assigned Capital Projects.
- Reviews plans, bids, correspondence, and other documents related to the operation of their division and submits responses to same.
- Develops plans, specifications, and related documentation for bids and requisitions.
- Supervises, trains, and evaluates subordinates and makes recommendations for hiring, disciplinary action, dismissals, and training.
- Directs and reviews the work of outside contractors to ensure compliance with the desired results and specifications.
- Assists in the preparation of the annual budget for their division.
- Attends public meetings on behalf of the City as required.
- Assists with the lead for emergency management operations.
- Approves division bills and purchase orders.
- Works with other departments on needs as they arise, including Police and Fire.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Six (6) years of experience in a related field with previous experience in a supervisory position; or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of supervision and management.
- Knowledge of the materials, tools, equipment, methods, practices, and equipment used as related to their division.
- Knowledge of occupational safety rules and practices.
- Skill in the use of Microsoft Office Suite of software including Word, Excel, and Office.
- Ability to plan, schedule and supervise the work of subordinate employees and outside contractors to accomplish the goals of the Department efficiently and effectively. Ability to instruct subordinates in the safety rules and practices of the work and in the use of the tools and equipment of the job.
- Ability to effectively utilize technology such as computers and software required to conform to the expected procedures and operational methods of the Department and the City.
- Ability to interact and communicate verbally with the public, other employees, and City officials.
- Ability to communicate in writing effectively and clearly by means of electronic correspondence, memo, letter, or other means of written correspondence.
- Ability to develop technical specifications and scope of work documents required for the preparation for formal bids or other required purchasing functions. Ability to make cost estimates.
- Ability to be able to safely operate a motor vehicle.

PHYSICAL/MENTAL DEMANDS

Tasks will include both indoor and outdoor work. Indoor work may be relatively sedentary with extended periods of time at a work station and may involve moving heavy weights (e.g., up to 100 or more pounds). Outdoor work will include the inspection and direction of work crews and projects. Must be physically able to operate a variety of machines and equipment including computer, radio, tools, vehicle, etc. Tasks may involve exposure to harsh environmental conditions such as heat, humidity, and rain for extended periods of time.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet. Work is performed both indoors and outdoors with exposure to all types of weather.

Finance Director/CFO



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Position is responsible for all administrative and fiscal functions associated with directing the Finance Department operations, including General Ledger Accounting, Grant Accounting, Treasury, Accounts Payable and Receivable, Debt Administration, Budgeting, Payroll, Pensions, Financial Systems, Purchasing and Contracting, Customer Service, and Information Technology. Position develops, recommends, and implements City financial policies and procedures. Work is performed under the general direction of the City Manager.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Plans, evaluates, and directs departmental policies, programs and operations; develops recommendations for the City Manager; implements approved policies, programs and procedures accordingly.
- Directs the financial operations of the City by an established central accounting system through subordinate staff, engaged in various areas of accounting and fiscal management, e.g., treasury, budget adherence, customer service, payroll, purchasing, capital improvements, pension, debt administration.
- Directs the preparation of financial statements and cost reports at regular intervals, including operating and capital outlay expenditures, revenue projects, the annual budget, annual financial report, and grant reports.
- Directs approval of disbursements for goods and services within budget appropriations.
- Directs annual year-end closing functions in conjunction with auditors.
- Reviews and approves vendor invoices for payment and directs the activities of the IT functions associated with all accounting, fiscal, payables, and receipts activities.
- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Directs the treasury collection activity and custody of public funds; oversees the investment of City funds and the payment of bond obligations.
- Serves as financial advisor to City.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent in accounting or business administration. Seven (7) years of experience in a related field; or an equivalent combination of education, training, and experience. CPA preferred. Must have a valid State of Florida driver's license.

Knowledge, Skills and Abilities:

- Knowledge of the laws and policies governing municipal finance and accounting practices and procedures.
- Knowledge of accounting practices and administrative policies.
- Knowledge of fiscal matters associated with governmental accounting, e.g., municipal bonds, contracts management, grant administration, investment.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to formulate and install methods, procedures, forms, and record systems.
- Ability to supervise professional and clerical staff.
- Ability to prepare complex financial reports.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Fleet Services Supervisor



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Technical work supervising, planning, and participating in the maintenance, repair, and purchase of City owned vehicles and equipment. Position manages and oversees the work performed by skilled technical staff engaged in the general and major repair of automobiles, trucks, mowers, backhoes, dump trucks and other small and large city equipment and vehicles.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Supervises, plans, and participates with the daily maintenance and repair of many City-owned vehicles, heavy equipment, and small engines.
- Establishes scheduling priorities and assigns work orders to staff in a manner to ensure minimum down time for service and repair.
- Provides technical assistance to staff under charge in complex and technical situations.
- Establishes and maintains vehicle operation and maintenance cost records and evaluates information for the purpose of vehicles and equipment.
- Determines necessary inventory levels for parts and supplies, monitors fuel supply for proper ordering levels.
- Assists in preparation and control of the division budget; participates in development of specifications for the purchase of vehicles and equipment.
- Assists with repair and maintenance tasks.
- Evaluates the work performance and attendance of subordinates and approves payroll.
- Maintains Fuel Site Inspection & County Compliance for City.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Six (6) years of experience in the repair of automotives, heavy equipment, small engines and similar duties, preferably in a governmental agency environment. Experience in the maintenance of both gasoline and diesel engines. Demonstrated experience with

computer operations and software. Master ASE Certification and experience in a supervisory capacity preferred. Must possess a valid State of Florida CDL Class B license or obtain within six months of hire.

Knowledge, Skills and Abilities:

- Knowledge of the ASE certification methods of maintaining and repairing automotives and construction or other specialized equipment.
- Knowledge of the operating principles and maintenance of gasoline and diesel-powered engines.
- Knowledge of mechanics, uses, limitations and maintenance of municipal vehicles, heavy trucks, and construction equipment.
- Knowledge and skill using computers associated software for necessary communications, record keeping and maintenance tasks.
- Ability to plan, assign, inspect, evaluate, and supervise the work of skilled employees engaging in servicing, repairing, and maintaining automotive equipment.
- Ability to establish and maintain vehicle operating records and costs, and to analyze this information for the purpose of recommending service, replacement, and disposal.
- Ability to develop procedures for the most economical operation of repair work and for the most efficient and economical operation and use of equipment.
- Ability to establish and maintain effective working relationships with other employees and the public.

PHYSICAL/MENTAL DEMANDS

When assisting mechanic staff, tasks involve the ability to exert moderate physical effort which may involve lifting, carrying, pushing and pulling of objects and materials of moderate to heavy weight (40-80 pounds). Tasks require physical agility in which some combination of the following is typically required such as bending, kneeling, climbing, and crawling. Some tasks involve exposure to shop hazards or disagreeable conditions such as chemicals, petroleum products, grease, noise and fumes. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions such as solar radiation, heat, rain, and humidity.

WORKING CONDITIONS

Work is performed indoors and outdoors with exposure to all types of conditions, including but not limited to chemicals, petroleum products, grease, noise, fumes, heat, rain and humidity.

Fleet Technician



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Skilled technical work in the general and major repair of automobiles, trucks, and other City equipment. Includes Public Works, Park and Recreation, Community Development, and utilities vehicles, and generators.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Performs mechanical and service work on all City vehicles, trucks, heavy equipment, and other equipment.
- Performs service in areas including, but not limited to, front ends; brakes; tire replacement/repair; electrical repair; tune ups; carburetors/FI repairs; diesel repair/minor/service, transmissions, and a/c repairs/replacements.
- Operates standard as well as various specialized tools and equipment, e.g., arc welders, diagnostic equipment, hydraulic tools.
- Assesses repair and maintenance requirements and determines appropriate course of action.
- Orders parts and materials; performs repairs on parts to extend service life where applicable.
- Performs maintenance and repair of small engines and other small equipment.
- Responds to road service calls. Services and repairs disabled vehicles for mechanical malfunctions.
- Inputs and retrieves work orders from a computerized Fleet Maintenance work order program.
- Directs preventative maintenance and simple repair activities of semi-skilled automotive workers.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Three (3) years progressively knowledgeable and skilled automotive mechanic experience and Master ASE Certifications preferred or an equivalent combination of education, training, and experience. Must possess a valid State of Florida CDL Class B license or obtain within six months of hire.

Knowledge, Skills and Abilities:

- Knowledge of construction, assembly, adjustment, and maintenance of a wide variety of automotive vehicles, trucks and equipment.
- Knowledge of standard handheld tools, as well as specialized diagnostic, hydraulic and gas-powered tools.
- Ability to follow directions and have a mechanical aptitude.
- Ability to repair diesel motors and pumps.
- Ability to diagnose the defects of worn or broken parts on engines.
- Ability to perform tune-ups; electrical, brake, air conditioning, cooling system, exhaust system repairs; front end and clutch repairs; pumps and related equipment maintenance.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort which may involve lifting, carrying, pushing and pulling of objects and materials of moderate to heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required such as bending, kneeling, climbing, and crawling. Some tasks involve exposure to shop hazards or disagreeable conditions such as chemicals, petroleum products, grease, noise and fumes. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions such as solar radiation, heat, rain, and humidity.

WORKING CONDITIONS

Work is performed indoors and outdoors with exposure to all types of conditions, including but not limited to chemicals, petroleum products, grease, noise, fumes, heat, rain and humidity.

General Service Worker



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under the general supervision of Department staff. Performs routine manual work and custodial duties of city assigned facilities in the Parks and Recreation Department. Includes considerable initiative and the ability to accomplish tasks independently.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Performs and maintain routine custodial duties of assigned facilities
- Assists with the day-to-day operation of assigned City facility
- Performs set up and break down in various City facilities according to daily schedule, planned events, meetings facility rentals, etc.
- Opens and closes facilities as needed
- Performs a variety of physical labor tasks, depending on area of assignment
- Performs minor unskilled maintenance work
- Assists with preparations and clean-up of citywide events and programs
- Purchases and maintain cleaning supplies and equipment needed to complete assigned work
- Assists in unskilled maintenance and general upkeep of Department vehicles and facilities
- Reports maintenance concerns or hazards to a supervisor
- Adheres to safe handling of equipment and tools utilized to perform duties
- Assist in emergency management preparations and operations
- Assist in driving department vehicles for programming and events
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; supplemented preferably by one (1) or more years' of experience in a related field; or an equivalent combination, training and experience.

Must have a valid state of Florida driver license. Must be able to obtain Commercial Driver License (CDL) with passenger endorsement.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge of city operations and department functions
- Knowledge safety rules and safe handling of custodial tools and equipment
- Knowledge of city policies and procedures
- Skill in using simple hand tools
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events
- Ability to communicate effectively with supervisors, co-workers and the public
- Ability to provide excellent customer service
- Ability to work with minimal supervision
- Ability to establish and maintain effective and cooperative working relationships
- Ability to work designated work schedule, including evenings, weekends and holidays

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (10 - 50 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.

Head Lifeguard



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Responsible for overseeing the overall health, safety and welfare of community citizens who patronize the city's public pool. Responsible for daily operations of the pool and part-time/seasonal staff. Assists in maintaining the facility. Performs lifeguard and related duties. Responsible for ensuring pool and facility areas remain safe and guarded at all times. Performs water rescues as necessary. Responsible for opening and closing the pool each day, provide aquatic programs and enforcement of all facility rules. Work is performed under close supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Responsible for safety of pool users
- Assists with planning and organizing the workloads and staff assignments
- Manage and enforce disciplinary issues of subordinate staff
- Assists with training, motivation and evaluation of assigned staff
- Collects fees for programs and events
- Work with Microsoft Office programs, Department software for applicable use
- Lifeguard from appropriate lifeguard stand or walks/stands alongside approved areas
- Supervises the activities of the public utilizing the pool facilities
- Adheres to all state, health and safety standards and policies
- Assess program participants for appropriate skill categorization
- Maintains a positive and professional image for fellow workers and patrons
- Assists with chemical adjustments as necessary for controlling balance and sanitation
- Ensures all equipment and pool areas are in a safe serviceable condition
- Teach various aquatic programs/classes
- Open and close the pool daily
- Monitors conditions conducive for facility use (i.e. Lightning Detection protocols)
- Remove equipment from the pool as necessary (heating blankets, etc.)
- Maintains current certifications by attending seminars, classes, workshops, etc.
- Performs First Aid and CPR as necessary

- Greets patrons and responds to general inquiries applicable to the Parks and Recreation Department
- Instructs or assists with implementing activities and supervising of program participants
- Processes program registrations or applicable paperwork relative to the Departments needs
- Performs light upkeep of facility from program use
- Responds to routine questions, complaints, or requests for service
- Communicates with supervisor relative to program/facility needs
- Reports safety concerns and hazards to supervisor
- Assists with Department Special Events
- Assist in emergency management preparations and operations
- Ensures and enforces facility policies, regulations and safety rules of the Parks and Recreation Department
- Maintain an appropriate uniform appearance clear and free from obstruction to clearly display Lifeguard insignia
- Work a varied schedule to include, nights, weekends and holidays
- Maintains accurate records of program participants
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; completion of approved lifeguard course; First Aid and CPR certification; an equivalent combination of education, certification, training or experience may be considered. Water Safety Instructor (WSI) Certification preferred. Previous Lifeguard/Swim Instruction experience preferred. Two (2) years' experience in a related field/supervising strongly preferred.

Valid state of Florida driver license or reliable transportation preferred

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge of municipal rules and regulations related to the use of pool areas
- Knowledge of pool maintenance and proper chemical make-up of pool water
- Skill in providing excellent customer service
- Ability to make sound, quick independent judgments and to handle persons in emergency situations
- Ability to instruct and supervise pool users in the prevention of various accidents
- Ability to instruct and supervise part-time/seasonal lifeguards
- Ability to perform rigorous exercises and keep in top physical condition
- Ability to enforce rules and regulations firmly, tactfully and professionally
- Ability to manage groups of participants
- Ability to follow instructions

- Ability to work outdoors
- Ability to sit or stand for long time periods
- Ability to teach and perform assigned duties of swim classes with proficiency
- Ability to complete light custodial duties
- Ability to follow instructions and report incident response protocols
- Ability to work with limited supervision
- Ability to work designated work schedule, including evenings, weekends and holidays
- Ability to work independently and cooperatively

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (20 - 50 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.

Horticultural Technician



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Skilled work in monitoring, maintenance, planting, grounds keeping and spraying of City landscape areas.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Maintains and monitors plant materials in landscaped areas of the City.
- Performs minor pruning and trimming of trees and plant material.
- Applies fertilizer to landscaped areas.
- Applies chemicals by spraying City areas.
- Operates motor vehicle and gas power tools and equipment.
- Installs plant materials throughout the City.
- Maintains City fountain.
- Assists residents with tree issues.
- Assist with overseeing the landscaping & tree trimming contracts
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Five (5) years experience in tree care, landscaping and pest control; or an equivalent combination of education, training, and experience. Possession of a valid Florida CDL Class A or B is required.

Knowledge, Skills and Abilities:

- Knowledge of tree trimming techniques and equipment used in tree care.
- Knowledge of mixing and calibrating pesticides for application.
- Knowledge of plant material relating to landscaped areas.

- Knowledge of a variety of trees by name.
- Knowledge of proper installation of plant material.
- Skill in the use and preventative maintenance of equipment and tools.
- Ability to perform hard manual labor, work in elevated areas.
- Ability to follow written and verbal instructions.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort which may involve lifting, carrying, pushing and pulling of objects and materials of moderate to heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks may involve extended periods of time working in outdoor conditions with exposure to a variety of disagreeable environmental factors, e.g., solar radiation, adverse weather, heat, humidity, soil/dirt, toxic/chemical agents.

WORKING CONDITIONS

Work is performed outdoors in all types of weather, including but not limited to exposure to extreme heat and cold, wetness, humidity, traffic hazards, machinery hazards, toxic agents, noise, smoke, dust, pollen, dirt, etc.

Human Resources Director/Risk Manager



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Highly responsible administrative work managing the human resource and risk management function of the City. Responsible for managing all functions relating to personnel such as safety, disciplinary procedures, collective bargaining, training, benefits, equal employment opportunity. Additional areas of responsibility include, but are not necessarily limited to, formulating policies and procedures, job classification, training and development, contract negotiations, risk management, and legal compliance of City, State and Federal laws. Work is performed under the general direction of the City Manager.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Prepares and implements all personnel policies and procedures. Makes recommendations for improvement of policies, processes, and practices.
- Provides consulting services to the City Manager and City departments with interpreting policies and procedures.
- Recommends and directs the implementation of the employee Classification and Compensation Plan. Research and compiles data for wage and benefit surveys.
- Creates and revises job descriptions subject to appropriate approvals.
- Advises and counsels City management staff on handling grievances and recommends responses.
- Represents the City in Collective Bargaining and union negotiations.
- Works with the City Attorney and City Manager on discrimination claims, grievances, unemployment claims, and union matters.
- Establishes and supervises an effective safety and loss prevention program.
- Reviews and audits total insurance program including general liability, automobile liability, property liability, workers compensation, fiduciary and casualty and makes recommendations.
- Responsible for administering employee training and development on various topics such as sexual harassment, workplace violence, and safety training, etc.
- Oversees the recruitment, testing, interviewing, and selection process, working closely with department heads to ensure legal compliance and responds to complaints related to the City's hiring process.
- Submits data applicable to various Federal and State regulatory standards for reporting purposes, e.g., ACA, EEOC, FMLA, Veteran's Preference, HIPAA compliance and others.

- Writes requests for bids and proposals to solicit brokers, benefit vendors, temporary services, and executive level employment searches.
- Oversees the employee evaluation process and approves all changes in personnel status such as merit increases and promotions subject to appropriate approvals. Provides coaching to managers and supervisors in providing complete and objective performance appraisals.
- Prepares departmental budget and develops goals and objectives and performance indicators.
- Coordinate succession planning for key contributors and management positions.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Human Resources Management, Public Administration, Business Management or closely related field. Five - Seven (5-7) years of experience in Human Resources and Risk Management in a public sector environment, a minimum of two (2) years at the supervisor level; or an equivalent combination of education, training, and experience. SHRM Certification highly desired. Must have a valid State of Florida driver's license.

Knowledge, Skills and Abilities:

- Knowledge of Federal, State and local regulatory standards and guidelines applicable to human resources administration, e.g., COBRA administration, FMLA, labor law compliance, FLSA, ADA, worker's compensation and reporting standards.
- Knowledge of safety requirements and regulations and the techniques of loss prevention.
- Knowledge of computer programs such as Microsoft Office and ADP.
- Knowledge and ability to establish and implement policies and procedures and communicate them with City personnel.
- Knowledge of insurance as it applies to general liability, property liability, worker's compensation, group medical coverage and other municipal coverage.
- Ability to research, interpret, compile, and present data relevant to human resources administration, e.g., worker's compensation law, benefits regulations, policy, and procedures.
- Ability to effectively operate and utilize modern office technologies, such as computers, Human Resources Information System, standard software applications, and associated peripheral equipment.
- Ability to research, analyze and organize statistical data and prepare comprehensive reports.
- Ability to develop training and recommend effective programs to achieve human resources goals.
- Ability to communicate effectively in both oral and written formats.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks

may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Human Resources Generalist



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Specialized administrative work coordinating various phases of the City-wide human resource function. Responsible for staffing, payroll, benefits, worker's compensation, risk management, COBRA, legal compliance, employee wellness and employee relations. This position is instrumental in ensuring the City's regulatory compliance with State and Federal laws and employment guidelines.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Enrolls employees in benefit plans for health, dental, vision, disability, life, flex spending and other offered benefits; processes employee changes as required.
- Processes payroll e.g., pay increases, salary adjustments, direct deposit, benefit premiums, voluntary deductions.
- Reconciles insurance billing, e.g., health, dental, vision, disability, life, employee physicals and other offered benefits; approves invoices for payment.
- Schedules and conducts open enrollments, employee training and meetings.
- Coordinates risk management functions as a liaison between interested parties such as attorneys, insurance carriers; researches and prepares information and reports to assist with litigious actions.
- Creates, maintains, and updates employee files in compliance with applicable regulatory standards; provides records requests, maintains employee statistical data for reporting and analysis purposes; monitors leave time and processes vacation/sick time conversions.
- Functions as central point for employee communications e.g., benefit changes, memoranda, open enrollments, holiday schedules.
- Maintains data applicable to various Federal and State regulatory standards for reporting purposes, e.g., OSHA, EEOC, new hires.
- Responsible for new employee onboarding and orientation.
- Issues employee identification cards/tracks city property.
- Provides employee data to management/records requests.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Two to three (2-3) years of experience in a related field; or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license.

Knowledge, Skills and Abilities:

- Knowledge of Federal and State regulatory standards and guidelines applicable to human resources Administration, e.g., COBRA administration, FMLA, labor law compliance, reporting standards.
- Knowledge and ability to interpret and communicate City human resources policies, practices, and procedures.
- Knowledge of worker's compensation laws, claims procedures, reporting requirements, and case management principles.
- Ability to research, interpret, compile, and present data relevant to human resources administration, e.g., worker's compensation law, benefits regulations, policy, and procedures.
- Ability to effectively operate and utilize modern office technologies, such as computers, Human Resources Information System, standard software applications, and associated peripheral equipment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Information Systems Manager



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Advanced technical work in implementation, operations and maintenance functions associated with the City-wide information systems functions. Includes managing daily operations, maintenance of hardware and software, and management of related communications equipment. Position is responsible for developing efficient and cost-effective solutions to internal application needs. Oversees and monitors adherence to special contracts for technology related services. The work is performed under the general supervision of the Finance Director.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Provides end user support to City staff regarding information systems issues, e.g., hardware maintenance, software upgrades, diagnostics, and troubleshooting.
- Coordinates activities of service providers and ensures adherence to contractual and operational specifications.
- Ensures optimal system performance through periodic information management maintenance functions, e.g., backups, file rebuilds, file restoration and re-indexing, storage capacity management, system upgrades.
- Monitors all aspects of system performance, e.g., firewalls, servers, local area networks, communication lines, routers, anti-virus systems, peripheral equipment.
- Manages Avaya VoIP telephone system.
- Plans and develops new systems requirements and upgrades, as well as improvements to existing programs and internal information management processes.
- Manages all IT related components of City projects.
- Analyzes existing operational weakness and deficiencies; develops, recommends and implements cost effective and efficient solutions.
- Monitors efficiency of proper data flow; maintains records regarding process and operations.
- Acts as liaison and communications facilitator on behalf of the City with consultants, hardware manufactures, software suppliers and other current and potential vendors.
- Manages continuing education programs for the department.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Five (5) years of experience in a related field; or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license.

Knowledge, Skills and Abilities:

- Knowledge of principles, practices, and procedures of information systems management.
- Knowledge of capabilities, limitations and maintenance requirements associated with hardware, peripheral components, and software applications.
- Knowledge of principles and techniques applied to software design, applications programming, and data management.
- Knowledge of practices and procedures for protection of data integrity, e.g., backup, archival, storage, emergency recovery.
- Extensive knowledge of Local Area Network (LAN) and Wide Area Network (WAN) systems, Windows Server, Exchange.
- Extensive knowledge of network design, TCP/IP protocols, VPN's security, devices, implementation, and related networking concepts including principles, practices, and technical aspects of networking.
- Extensive knowledge of analysis, design, development, and maintenance of network hardware, including servers, routers, firewalls, bridges, data switches, print sharing devices, modems, multi-plexers, hubs, frame relay, fiber optic cabling and related devices.
- Extensive knowledge of principles and techniques of systems analysis, design, and implementation.
- Ability to schedule and organize workload in a manner to ensure minimal downtime.
- Ability to understand and follow complex oral and written instructions, e.g., technical manuals, systems specifications, programming language(s).
- Ability to diagnose, analyze and develop cost effective solutions for a variety of information management related hardware and software applications issues.
- Ability to provide end user training in the use of various software applications.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

IT Technician



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The IT Technician is responsible for analyzing, designing, installing, configuring, maintaining, and repairing network servers, systems, and subsystems. Oversees the computer/server operation and environment. Provides directions, information, and recommendations regarding network configurations and installations.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Designs computer networks (intranet, Internet, FTP servers, web mail, etc.) to ensure effective and efficient running of the network.
- Installs client and server network software for upgrading and maintaining network and telecommunication systems.
- Maintains network operations and software applications, operating systems, and regular maintenance.
- Manages assigned projects and program components to deliver services in accordance with established objectives.
- Responds to inquiries from staff, administrators, service providers, site personnel, outside vendors, etc. to provide technical assistance and support.
- Supervises the administration of system and server related networks to ensure availability of services to authorized users.
- Troubleshoots malfunctions of network hardware and software applications, telephones, and security systems to resolve operational issues and restore services.
- Analyzes and recommends solutions, upgrades, and services for streamlining and process improvements.
- Trains and informs end users on Cyber Security best practices.
- Configures, implements, and maintains DRAAS solution.
- Provides backup support for firewalls and internal security applications.
- Provides support for Microsoft Windows applications.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

High School Diploma or equivalent. Associates degree in computer technology, computer science, information technology or related field is preferred; One or more years' experience in network and application support; or an equivalent combination of education, certification, training and experience. Must possess a Florida driver's license.

Knowledge, Skills and Abilities:

- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of data processing systems, concepts, and methodologies.
- Skill in Microsoft Office products (Outlook, Word, and Excel).
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Ability to clearly communicate and understand information in English, both orally and in writing.
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes.
- Ability to implement effective and innovative software development methodologies.

PHYSICAL/MENTAL DEMANDS

Depending on the functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking, or standing. Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and walking. Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes). Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Lifeguard II/WSI



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Responsible for overseeing the overall health, safety and welfare of community citizens who patronize the city's public pool. Responsible for ensuring pool and facility areas remain safe and guarded at all times. Performs water rescues as necessary. Responsible for opening and closing the pool each day, provide aquatic programs and enforcement of all facility rules. Work is performed under close supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Responsible for safety of pool users
- Lifeguard from appropriate lifeguard stand or walks/stands alongside approved areas
- Supervises the activities of the public utilizing the pool facilities
- Adheres to all state, health and safety standards and policies
- Assess program participants for appropriate skill categorization
- Maintains a positive and professional image for fellow workers and patrons
- Assists with chemical adjustments as necessary for controlling balance and sanitation
- Ensures all equipment and pool areas are in a safe serviceable condition
- Teach various aquatic programs/classes
- Open and close the pool daily
- Monitors conditions conducive for facility use (i.e. Lightning Detection protocols)
- Remove equipment from the pool as necessary (heating blankets, etc.)
- Maintains current certifications by attending seminars, classes, workshops, etc.
- Performs First Aid and CPR as necessary
- Greets patrons and responds to general inquiries applicable to the Parks and Recreation Department
- Instructs or assists with implementing activities and supervising of program participants
- Processes program registrations or applicable paperwork relative to the Departments needs
- Performs light upkeep of facility from program use
- Responds to routine questions, complaints, or requests for service
- Communicates with supervisor relative to program/facility needs
- Reports safety concerns and hazards to supervisor

- Assists with Department Special Events
- Ensures and enforces facility policies, regulations and safety rules of the Parks and Recreation Department
- Maintain an appropriate uniform appearance clear and free from obstruction to clearly display Lifeguard insignia
- Work a varied schedule to include, nights, weekends and holidays
- Maintains accurate records of program participants
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; completion of approved lifeguard course; First Aid and CPR certification; an equivalent combination of education, certification, training or experience may be considered. Water Safety Instructor (WSI) Certification preferred. Previous Lifeguard/Swim Instruction experience preferred.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge of municipal rules and regulations related to the use of pool areas
- Knowledge of pool maintenance and proper chemical make-up of pool water
- Skill in providing excellent customer service
- Ability to make sound, quick independent judgments and to handle persons in emergency situations
- Ability to instruct and supervise pool users in the prevention of various accidents
- Ability to perform rigorous exercises and keep in top physical condition
- Ability to enforce rules and regulations firmly, tactfully and professionally
- Ability to manage groups of participants
- Ability to follow instructions
- Ability to work outdoors
- Ability to sit or stand for long time periods
- Ability to teach and perform assigned duties of swim classes with proficiency
- Ability to complete light custodial duties
- Ability to follow instructions and report incident response protocols
- Ability to work with limited supervision
- Ability to work designated work schedule, including evenings, weekends and holidays
- Ability to work independently and cooperatively

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (20 - 50 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.

Mechanical Inspector



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This is highly responsible technical work in the enforcement of mechanical codes governing the State of Florida and Broward County. Performs professional, technical, and administrative work in relation to regulatory standards, inspection activities, and permitting and licensing functions for residential and commercial building construction throughout the City. Position is responsible for performing professional plans review work associated with the daily operations of the Building Division. Work is performed under the general direction of the Building Official and Chief Mechanical Inspector.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Reviews submitted plans and performs field inspections for conformance with established code.
- Consults with architects, engineers, general and specialty contractors, and homeowners on building permit applications.
- Educates the public and industry professionals regarding requirements of the building code.
- Provides technical interpretation of the code requirements as related to the State and County.
- Attends court hearings as expert witness as required.
- Coordinates work schedules with other trade inspections and with other City departments.
- Investigates complaints regarding alleged code violations and issues notices for remedial action.
- Retains certification through mandatory continuing education programs.
- Provides highly technical plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general contractors, specialty contractors and homeowners on building permit applications;
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.
- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed.
- Performs Business Tax field inspections for new business.
- Data entry of inspection results.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

- Have graduated from a standard high school or vocational school or possess a G.E.D. certificate from a recognized issuing agency. Or qualifying work experience may be substituted for the High School or equivalent education requirement on a year-for-year basis
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.
- Certified as required by the State of Florida, Building Code Administrators and Inspectors Board (BCAIB) as a Mechanical Inspector. (Required certifications and license must be kept current to continue employment in this class)
- Engineers are exempt from BCAIB certification
- Certified by Broward County Board of Rules and Appeals (BORA) and shall meet at least one of the following qualifications (An applicant for Certification as a Mechanical Inspector under the provisions of this Section who is a graduate from an accredited school holding a Bachelor or an Associate of Science Degree in Mechanical Engineering may be credited for two (2) years for a Bachelor Degree or one (1) year for an Associate Degree towards the combined experience requirements):
 - An Engineer in the discipline requested or
 - Five (5) years construction experience in the mechanical discipline in a supervisory capacity and possess a Certificate of Competency as a Master Mechanical or Mechanical Contractor or Class "A" Air Conditioning Contractor or
 - Five (5) years construction experience in the mechanical discipline and five (5) years of experience as a Mechanical Inspector certified by BCAIB and possess a Certificate of Competency as a Master Mechanical or Mechanical Contractor or Class "A" Air Conditioning Contractor or
 - Seven (7) years construction experience in the mechanical discipline and possess a Certificate of Competency as a Mechanical Journeyman or
 - (10) years of experience as a Mechanical Inspector certified by BCAIB
- Possess a current Certificate of Competency or a Professional License in the discipline requested as a Master Mechanical or Mechanical Contractor or Class "A" Air Conditioning Contractor or Journeyman Mechanical or Engineer issued by at least one of the following entities:
 - Florida Construction Industry Licensing Board
 - Broward County Central Examining Board of Mechanical Contractors and Specialty Mechanical Contractors
 - Miami-Dade County Construction Trades Qualifying Board
 - Florida Board of Professional Engineers

Knowledge, Skills and Abilities:

- Knowledge of building construction methods and materials.
- Knowledge of the Florida Building Code, Broward County Administrative code.
- Knowledge of the general practices and materials of the building trades.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees and the general public.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Position involves various other intermittent physical activities that include, but may not necessarily be limited to climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10 – 40 pounds).

WORKING CONDITIONS

Work is performed indoors and outdoors in all types of weather.

Meter Reader



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under general supervision, performs technical work in the reading of water meters and recording of water consumption. Work includes the manual or electronic recording of meter readings, disconnection and connection of water services report problems, and the usage of computers to enter all readings and codes Work is reviewed through observation and written reports for adherence to established policies and procedures.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Reads water consumption meters and enters data in route books or handheld computers.
- Walks or drives vehicle along established routes to take readings of meter dials.
- Verifies readings in cases where consumption appears to be abnormal. (Upon request/ work-order)
- Inspects meters for unauthorized connections, defects, or damage such as broken seals.
- Connects and disconnects utility services at specific locations.
- Reports to Customer Service Department any problems such as meter irregularities, damaged equipment, or impediments to meter access, including dogs.
- Adheres to practices of safe use and handling of equipment and tools utilized in the performance of duties.
- Assists other staff as needed within scope of knowledge, skills, and abilities.
- Completes assigned work orders.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Zero to one (0-1) year of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of the geography of Cooper City.
- Ability to fulfill the physical requirements and demands of the work, e.g., frequent walking, bending, lifting, standing, talking, and hearing.
- Ability to utilize hands and fingers to handle or feel objects, tools, or controls.
- Ability to lift or move up to 25 pounds.
- Ability to have specific close vision and ability to adjust focus to read meters accurately.
- Ability to understand, interpret, and follow written and verbal instructions.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort which may involve heavy lifting, carrying, pushing or pulling of objects and materials of heavy weight (e.g., up to 25 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, humidity.

WORKING CONDITIONS

Field work: work outdoors under a wide range of conditions such as weather and environment.

Parks and Recreation Attendant



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs entry level work in the Parks and Recreation Department. Responsible for general oversight and daily operations of City facilities. Ensure safety of patrons utilizing facilities and enforces rules, policies and procedures in a respectful manner. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Responsible for daily operation of assigned facility
- Greets patrons and responds to general inquiries applicable to assigned facility and the Parks and Recreation Department
- Processes program registrations or applicable paperwork relative to the Departments needs
- Performs general unskilled maintenance and light upkeep of facilities
- Collects fees for programs and events
- Assists in preparation, setup and oversight of facility programs, rentals and community Special Events
- Responds to routine questions, complaints, or requests for service
- Communicates with supervisor relative to facility/program needs
- Assists with Department Special Events
- Ensures and enforces facility policies, regulations and safety rules of the Parks and Recreation Department
- Monitors conditions conducive for facility use (i.e. Lightning Detection protocols)
- Work a varied schedule to include, nights, weekends and holidays
- Maintains accurate records of work performed
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; supplemented preferably by zero - one (0 -1) or more years' Parks and Recreation experience; an equivalent combination of education, certification, training or experience may be considered.

Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge in Microsoft Office Products (Word, Outlook, Excel, etc.)
- Skill in providing excellent customer service
- Ability to learn how to use Recreation Computer Software
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events
- Ability to complete light custodial duties
- Ability to react efficiently and effectively in emergency situations
- Ability to follow instructions and learn facility operations and incident response protocols
- Ability to work with limited supervision
- Ability to work designated work schedule, including evenings, weekends and holidays
- Ability to work independently and cooperatively

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (10 - 40 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.

Parks and Recreation Coordinator



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Provides professional work in coordinating the daily operations of the Parks and Recreation Department. Work involves planning, developing and implementing diversified recreational programs, events and activities suited to the needs of the participants. Responsible for the program development and management of specified program and operations. Develops programs, events and instructional trainings for the Department users' and staff. Ensures safety of related facilities, staff and patrons. Work is performed under administrative supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Plans and coordinates the planning, organizing, implementing and supervising of the department's programs, facilities, events and activities for all ages
- Assists in the development, recommendation and implementation of goals, objectives, policies procedures and work standards of the Department
- Performs duties and functions of subordinate staff, in the event they are not able to do so
- Adheres to all state, health and safety standards and policies
- Coordinates with staff in carrying out department related activities, programs and events
- Works with volunteer groups and individuals
- Prepares periodic reports and makes recommendations applicable to Department operations
- Assigns, directs and supervises duties and workloads of assigned staff including selecting/hiring, monitoring, training, scheduling, disciplining and performance evaluations
- Assists in the preparation and monitoring of Department budget and related expenditures, as assigned
- Reviews and recommends fees and charges for facilities, programs and services
- Prepares and maintains records and files associated with Department operations and activity programs including program registrations, instructor contracts, facility rental leases, activity fee collection, deposit logs, employee timecards, etc.
- Ensures program flyers, brochures, newsletters, and program/event website are updated regularly
- Responds to inquiries and concerns regarding departmental activities
- Greets and responds to the patrons and visitors of the Parks and Recreation Department
- Interacts and communicates with a variety of groups and individuals

- Assists with the planning, organization, and implementation of City-wide programs and special events
- Maintains and oversees sensitive documents and programs for the Department
- Inspects and replenishes safety or program equipment as needed
- Performs public relations functions between the City, agencies and advisory groups
- Serves as a member or liaison to various committees and advisory boards. Attends meetings and conferences; represents the City to the public on department-related matters
- Works a variable schedule outside of standard business hours, including morning, evening, weekends and holidays
- Attends and continues professional trainings and conferences to further education and up-to-date with industry trends
- Collects fees for programs, facilities and events
- Assists in soliciting and collecting donations/sponsorship for the Department
- Assist in emergency management preparations and operations
- Maintains records of work performed
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Three to five (3 – 5) years of experience in a related field; or an equivalent combination of education, training and experience. Minimum of one - two (1 -2) years supervisory experience required. Preferably in Parks and Recreation or related field.

Must have a valid state of Florida driver license.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Parks and Recreation Coordinator – Active Adults

Must be able to obtain Commercial Driver License (CDL) with passenger endorsement
Food Handler Certification within initial six (6) months of employment

Parks and Recreation Coordinator – Aquatics

Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO)

Pool Operations and Maintenance experience

Lifeguard Certified

Water Safety Instructor (WSI)

Water Safety Instructor Trainer Certification (Preferred)

Knowledge, Skills and Abilities:

- Knowledge in Microsoft Office Products (Word, Outlook, Excel, etc.)
- Knowledge in Recreation Computer Software
- Knowledge of budget operations

- Knowledge of Safety Regulations
- Knowledge of Parks and Recreation fundamentals for diverse participants
- Skill in providing excellent customer service
- Ability to direct and supervise subordinates in the Parks and Recreation Department
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to communicate effectively in written and oral form with various groups
- Ability to maintain records and prepare reports on a timely basis
- Ability to organize work for timely completion
- Ability to work with minimal supervision and with a team
- Ability to establish and maintain effective and cooperative working relationships
- Ability to work a flexible work schedule, including evenings, weekends and holidays

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (10 - 50 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, chemicals, oils and other substances.

Parks and Recreation Director



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This position is responsible for the operations of the Parks and Recreation Department. Directs, manages, and reviews operations associated with the City's Recreation programs and Park functions. Work involves the development and delivery of athletic programs, community special events, leisure services activities, and related special programs that enrich the community. Ensures that parks and recreation facilities are well-maintained, safe, and secure. Work is performed under the general direction of the City Manager.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Directs and administers the development, delivery and operations of the City-wide recreation and leisure services functions, recreation programs, sports complexes, and community centers.
- Oversees and ensures the proper maintenance and repair of the community center facilities and grounds. Oversees the operations of the City's parks.
- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Develops and implements recreation and leisure services programs, program enhancements and City-wide special events and programs.
- Ensures current programs and offerings are meeting the needs/desires of the citizens and community, and that programs are structured to enhance quality of life for residents.
- Develops, implements, and maintains annual operating budget ensures adherence to established and approved budgetary parameters.
- Recommends program changes, new initiatives, strategy.
- Visits other programs, researches trends, and analyzes survey data / program feedback from participants/citizens.
- On call 24/7 and Emergency requirements.
- Involved with Emergency Planning and Risk Management oversight at facilities.
- Attends Commission Meetings and Workshops.
- Oversees department grants and compliance. Works cohesively with other Departments for operations and events.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Public Administration, Leisure Services or a related field. Seven to ten (7-10) years supervisory and managerial experience that provides broad practical and technical exposure in all facets of municipal parks and recreation; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of community-based parks and recreation and leisure services programs.
- Knowledge of effective principles for program planning, development, and delivery.
- Knowledge of recreational and leisure services management principles and practices.
- Knowledge of operating and capital budgeting methods and principles.
- Skill in communicating with community groups and individuals.
- Skill in developing subordinate staff to plan and carry out recreation programs.
- Ability to plan, direct and deliver programs to meet the needs of a culturally diverse community.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to motivate and lead subordinate staff.
- Ability to plan the most cost-effective use of staff and equipment.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Parks and Recreation Manager



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Work is performed under administrative supervision. Highly administrative, supervisory and professional work in the development and operations of parks and recreation programming for the community. This responsible and specialized work includes planning, coordinating and directing the operations of various divisions in the Parks and Recreation Department. Administrative work requires compliance with all policies, procedures and regulations, overseeing day to day operations for the assigned staff in the Parks and Recreation Department. Supervisorial work in ensuring quality programs, exercising initiative and independent judgement.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Manages and oversees the planning, organizing, implementing and supervising of the department's programs, facilities, special events and activities for all ages
- Trains and supervises staff in carrying out department related activities, programs and events
- Prepares periodic reports and makes recommendations applicable to Department operations
- Plans, organizes, schedules, administers and manages daily operations of the Parks and Recreation Department
- Assigns, directs and supervises duties and workloads of assigned staff including selecting/hiring, monitoring, training, scheduling, disciplining and performance evaluations
- Assists in the preparation, administration and monitoring of Department budget and related expenditures, as assigned
- Reviews and recommends fees and charges for facilities and services
- Prepares and maintains records and files associated with Department operations and activity programs including program registrations, instructor contracts, facility rental leases, activity fee collection, deposit logs, employee timecards, etc.
- Ensures program flyers, brochures, newsletters, and program/event website are updated regularly
- Responds to inquiries and concerns regarding departmental activities
- Greets and responds to the patrons and visitors of the Parks and Recreation Department
- Interacts and communicates with a variety of groups and individuals
- Oversees the general maintenance and safety of the Parks and Recreation Department and responds to and reports deficiencies and issues per protocols and guidelines

- Assists with the planning, organization, and implementation of City-wide programs and special events
- Performs public relations functions between the City, community and various civic agencies and groups
- Serves as a member or liaison to various committees and advisory boards. Attends meetings and conferences; represents the City to the public on department-related matters
- Works a variable schedule outside of standard business hours, including morning, evening, weekends and holidays
- Attends and continues professional trainings and conferences to further education and up-to-date with industry trends
- Collects fees for programs, facilities and events
- Assists in soliciting and collecting donations/sponsorship for the Department
- Work with and provide support for local sports leagues
- Assist in emergency management preparations and operations
- Acts on behalf of the Department Director, when directed
- Maintains records of work performed
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Five to seven (5 – 7) years of experience in a related field; or an equivalent combination of education, training and experience. Minimum of three (3) years supervisory experience required. Preferably in Parks and Recreation or related field.

Certified Parks and Recreation Professional (CPRP) preferred
Aquatic Facility Operator (AFO) preferred

Must have a valid state of Florida driver license.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge in Microsoft Office Products (Word, Outlook, Excel, etc.)
- Knowledge in Recreation Computer Software
- Knowledge of budget development and policies associated with budget administration
- Skill in providing excellent customer service
- Ability to direct and supervise subordinates in the Parks and Recreation Department
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to communicate effectively in written and oral form with various groups

- Ability to maintain records and prepare reports on a timely basis
- Ability to organize work for timely completion
- Ability to work with minimal supervision and with a team
- Ability to establish and maintain effective and cooperative working relationships
- Ability to work a flexible work schedule, including evenings, weekends and holidays

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (10 - 50 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, chemicals, oils and other substances.

Planner



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under general supervision, performs administrative and technical work involving land development, planning, and zoning regulations to support the activities of the City's Community Development Department. Responsible for assisting the Community Development Director in the completion of projects relating to land development, planning, and zoning, economic development and redevelopment programs to promote and market the City as a place to do business, implement strategies to attract and recruit business and industry to Cooper City. Reports to the Assistant Community Development Director.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Reviews, interprets and ensures conformity of land development petitions with the City's comprehensive land development planning and zoning codes.
- Reviews and provides authorization regarding building construction permits and local business tax receipts in conformance with planning and zoning requirements.
- Assists department head and other departments/divisions/staff with administrative processing of land development petitions and related planning and zoning functions.
- Answers questions from the public, contractors and developers regarding zoning, land use designations, permit requirements, development applications, property locations, or other code related topic such as setbacks, density, or sign applications.
- Research planning and zoning regulations for application to department functions; includes reviewing surveys, site plans, local business tax receipts, and building permits.
- Assists department head in managing records and reports related to planning and zoning; includes updating existing land uses, completing inventory of current land use and preparing graphic illustrations.
- Coordinates the exchange of land use data with other agencies, planning consultants, the county and adjacent cities.
- Represents City planning and zoning concerns at various meetings as directed; responds to issues within scope of knowledge and authority; directs complex matters to department head.
- May perform field inspections as necessary to ensure compliance with building permits, and any related codes, and plans.
- Evaluates economic, statistical, and demographic data to analyze best means to attract, retain, or expand business and industries within the City of Cooper City.

- Identifies and recruits likely business prospects, responds to new business inquiries, maintains an inventory of available sites/buildings, and aggressively markets suitable sites to such business prospects.
- Promotes retention and expansion of business and industry within the City, develops and maintains a cooperative working relationship with existing businesses, identifies existing business retention and expansion needs, conducts research, and identifies and utilizes available resources to address those needs.
- Maintains and develops contracts with landowners, developers, site consultants, realtors, entrepreneurs, government officials, private industry representatives, chambers of commerce and economic development related organizations and agencies.
- Prepares updates to community demographic information and maintains current data regarding the community on the economic development website.
- Assists in the research of and preparation of grant applications for submittal.
- Coordinates with the local resource partners on matters such as workforce development, small business initiatives, financing, business expansion, and more.
- Creates and updates various building and land development forms and checklists.
- Assists with various city and regional economic development meetings.
- Performs functions of the FEMA Emergency Operations Center (EOC) municipal liaison during severe hurricanes or storms.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Zero to two (0-2) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of planning principles and concepts as related to the government function of comprehensive land development planning and compliance.
- Knowledge of principles and practices of economic development, redevelopment and reuse, business retention and recruitment programs, marketing and advertising, real estate, development/redevelopment financing alternatives, and annexation procedures.
- Skills in analyzing and systematically compiling technical and statistical information and preparing grants, technical reports, proposals, and correspondence.
- Ability to read, interpret, and apply and explain City codes, policies, and zoning ordinances.
- Ability to review, analyze and provide meaningful comments regarding plans and development applications related to the City's comprehensive land development plan.
- Ability to communicate effectively in both oral and written formats.
- Ability to work effectively and courteously with the public, other employees, and entities associated with the land development process, e.g., engineers, architects.
- Ability to prepare and provide comments on various documents relevant to planning functions, e.g., maps, permits, site plans variances, rezoning, dedications and grants of easement.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Plant Operations Superintendent-UTIL



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Highly responsible managerial and technical work in supervising the treatment plant operation, maintenance, improvement, repair, and environmental compliance activities associated with the City's water and wastewater treatment plants. Work is performed mostly independently. Reports to the Assistant Utilities Director or Utilities Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Ensures that all activities of treatment facilities are operated and maintained in order to provide constant and reliable water and wastewater service to the City's utility customers, and maintain compliance with all pertinent regulations.
- Formulates and implements operations rules, methods, techniques and procedures including recommending new technology and equipment.
- Plans, organizes, assigns and supervises the work of operators engaged in the treatment of water and wastewater for the City.
- Inspects work for progress and for conformance to established standards; provides technical support and guidance for staff under charge.
- Ensures safe, effective operation and maintenance of plant facilities and deep injection well; may perform preventive, actual and emergency maintenance on all electrical and mechanical plant systems.
- Ensures preparation and maintenance of accurate and complete records on plant operation and laboratory data, including signing and transmittal to the regulatory agencies.
- Supervises and conducts frequent and periodic inspections of plant to detect malfunctions, initiates corrective actions in compliance with established regulatory, environmental and department standards.
- Supervises the installation, repair and maintenance of facility equipment and replacement components.
- Participates in applicant reviews, interviews, and makes hiring recommendations.
- Develops and implements effective delivery of new worker orientation; ensures proper training and instructions to trainee staff.
- Conducts and supervises annual performance reviews and recommends disciplinary actions in compliance with the City's policies and labor union contract.

- Tracks various types of permits for compliance and renewals, including signing off, where needed.
- Prepares reports for regulatory agencies and Utilities Department.
- Functions as purchasing agent for supplies, chemicals and equipment for plant operations; assists in preparing agenda items
- Applies improved work procedures to assure safety and efficiency of operations; reports unusual problems and suggests remedial solutions.
- Assists in developing plans and project specifications related to maintenance and repairs of treatment plants and all appurtenances, including motors, pumps, SCADA, etc.
- Develops operating and capital budgets in coordination with the Assistant Utilities Director or Utilities Director's designee; tracks expenses.
- Reviews plans, diagrams, and related documentation for water and wastewater and related work for conformance to adapted standards and established environmental compliance principles.
- Responds to customers and assists with facilities tours.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs related duties as directed.

QUALIFICATIONS

Education and Experience:

High school graduation or possession of an acceptable equivalency diploma. Ten (10) years progressively responsible experience in water and wastewater treatment plant operations, including at least five (5) years' experience in a supervisory capacity; or an equivalent combination of education, training, and experience. An Associate's Degree is highly desirable. Must have a valid State of Florida driver's license with good driving record.

Requires 'A' Certification as Water Treatment Plant Operator and 'B' Certification as Wastewater Treatment Plant Operator. Prefer 'A' Certification in both disciplines. The Director may relax any qualifications requirements, including certification, based on the operational necessity.

Knowledge, Skills and Abilities:

- Knowledge of the materials, methods, practices and equipment used in the operations, maintenance and repair of water and wastewater treatment plants.
- Knowledge of the environmental regulatory standards and compliance principles applicable to a municipal water and wastewater treatment plant operations.
- Knowledge of general math principles and basic chemistry as such applies to treatment plant operations and functions.
- Knowledge of City's procurement procedures.
- Knowledge of City's personnel policies and labor union contract.
- Ability to plan, assign, coordinate and supervise the work of operators in the efficient delivery and safe processing of water and wastewater.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to deal effectively and courteously with City officials and the general public.
- Ability to communicate effectively in both oral and written formats.

- Ability to estimate amounts of materials and equipment required for future operations.
- Ability to supervise the maintenance of records and to prepare activity reports.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10-40 pounds).

WORKING CONDITIONS

Tasks are mostly performed inside the plant facility with regular visits to the outside environment with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, toxic/poisonous agents, gases or chemicals, oils and other fluids, or pathogenic substances.

Plumbing Inspector



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This is highly responsible technical work in the enforcement of Plumbing codes governing the State of Florida and Broward County. Performs professional, technical, and administrative work in relation to regulatory standards, inspection activities, and permitting and licensing functions for residential and commercial building construction throughout the City. Position is responsible for performing professional plans review work associated with the daily operations of the Building Division. Work is performed under the general direction of the Building Official and Chief Plumbing Inspector.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Reviews submitted plans and performs field inspections for conformance with established code.
- Consults with architects, engineers, general and specialty contractors, and homeowners on building permit applications.
- Educates the public and industry professionals regarding requirements of the building code.
- Provides technical interpretation of the code requirements as related to the State and County.
- Attends court hearings as expert witness as required.
- Coordinates work schedules with other trade inspections and with other City departments.
- Investigates complaints regarding alleged code violations and issues notices for remedial action.
- Retains certification through mandatory continuing education programs.
- Provides highly technical plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general contractors, specialty contractors and homeowners on building permit applications;
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.
- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed.
- Performs Business Tax field inspections for new business.
- Data entry of inspection results.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

- Have graduated from a standard high school or vocational school or possess a G.E.D. certificate from a recognized issuing agency. Or qualifying work experience may be substituted for the High School or equivalent education requirement on a year-for-year basis
- Possess or be able to obtain a valid State of Florida driver's license within 30 days after hire.
- Certification by the Broward County Board of Rules and Appeals (BORA) and meet at least one of the following (Applicants holding a Bachelor or an Associate of Science Degree in Mechanical Engineering may be credited for two (2) years for a Bachelor Degree or one (1) year for an Associate Degree towards the BORA combined experience certification requirements):
 - An Engineer in the discipline requested OR
 - Five (5) years construction experience in the plumbing discipline in a supervisory capacity and possess a Certificate of Competency as a Master Plumber or Plumbing Contractor OR
 - Five (5) years construction experience in the plumbing discipline and five (5) years of experience as a Plumbing Inspector certified by the Building Code Administrators and Inspectors Board (BCAIB) and possess a Certificate of Competency as a Master Plumber or Plumbing Contractor OR
 - Seven (7) years construction experience in the plumbing discipline and possess a Certificate of Competency as a Journeyman Plumber OR
 - Ten (10) years of experience as a Plumbing Inspector certified by BCAIB.
- Possess a current Certificate of Competency or Professional License in the plumbing discipline as a Master Plumber or Plumbing Contractor or Journeyman Plumber issued by at least one of the following entities:
 - Florida Construction Industry Licensing Board
 - Broward County Central Examining Board of Plumbers
 - Miami-Dade County Construction Trades Qualifying Board
 - Florida Board of Professional Engineers
- Per Chapter 71-575, paragraph 4(b), laws of Florida, Inspectors holding a Certificate of Competency in any area of construction shall not use their Certification to engage in free enterprise competing against persons or firms that may do business within Broward County whose work they may also inspect, nor may they allow their Certificate of Competency to be used by another person or firm
- Required certifications must be kept current to continue employment in this class.

Knowledge, Skills and Abilities:

- Knowledge of building construction methods and materials.
- Knowledge of the Florida Building Code, Broward County Administrative code.
- Knowledge of the general practices and materials of the building trades.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees and the general public.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Position involves various other intermittent physical activities that include, but may not necessarily be limited to climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10 – 40 pounds).

WORKING CONDITIONS

Work is performed indoors and outdoors in all types of weather.

Program Instructor



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Provides leadership and coordination of programs and activities designed for participants in the City's Parks and Recreation Department programs. Responsible for developing program activities and ensuring adherence to departmental policies and procedures. Position supervises the activities, safety and security of registered participants. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Responsible for program operation of assigned program
- Lead recreational and age-appropriate activities
- Greets patrons and responds to general inquiries applicable to assigned program and the Parks and Recreation Department
- Instructs or assists with implementing activities and supervising of program participants
- Administers basic first aid in the event of injury
- Processes program registrations or applicable paperwork relative to the Departments needs
- Performs light upkeep of facility from program use
- Responds to routine questions, complaints, or requests for service
- Communicates with supervisor relative to program needs
- Reports safety concerns and hazards to supervisor
- Assists with Department Special Events
- Ensures and enforces facility policies, regulations and safety rules of the Parks and Recreation Department
- Work a varied schedule to include, nights, weekends and holidays
- Maintains accurate records of program participants
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; supplemented preferably by one - three (1 -3) or more years' experience in working with program discipline; an equivalent combination of education, certification, training or experience may be considered.

Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge of report and recording keeping principles and methods
- Skill in providing excellent customer service
- Ability to manage groups of participants
- Ability to follow instructions
- Ability to work indoors and outdoors
- Ability to complete light custodial duties
- Ability to react efficiently and effectively in emergency situations
- Ability to follow instructions and learn program operations and incident response protocols
- Ability to work with limited supervision
- Ability to work designated work schedule, including evenings, weekends and holidays
- Ability to work independently and cooperatively

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (10 - 40 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.

Public Works Coordinator



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under the direction of the Public Works Director, the Public Works Coordinator performs highly responsible managerial and technical work in planning and programming a wide range of activities in the Public Works Department. This position is responsible for planning and administering the work of professional and operational staff; and other assigned responsibilities including departmental budget, program tracking and costing, procurement and contract administration, emergency management planning, development and implementation of policy, procedures, goals and objectives; record keeping, and customer service support; coordinates assigned activities with public works divisions, other departments; and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director and executive team.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Manages and participates in the preparation of bid documents and contracts for consulting, construction, supplies and services; coordinates bid advertising strategies and distribution of plans and specifications; performs contract administration services on assigned contracts; inspects work for progress and for conformance to contractual and established standards.
- Manages and participates in other activities such as solid waste service contract compliance, telecommunication audits and agreements, emergency management planning and response, intergovernmental coordination, procurement, permits, fees, and studies; sets priorities and policies for assigned areas of responsibility.
- Coordinates and participates in the overall administrative operations of all assigned divisions; oversees and conducts research and analysis of complex and time sensitive projects related to Public Works; recommends and implements successful strategies.
- Oversees a computerized maintenance management system (CMMS); administers, generates, monitors, and closes work orders; prepares reports on work order system metrics; coordinates GIS implementation into CMMS system software; recommends process improvements for the CMMS.
- Assists in the preparation of the Public Works annual budget; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service, and staffing levels.

- Participates in the development of short- and long-range plans to meet Department needs; reviews, analyzes, and recommends changes to organizational policies, procedures, practices, services, finances, and other activities as appropriate.
- Prepares, writes, and monitors grant applications; participates in and coordinates grant administration and monitoring activities.
- Prepares and presents a variety of complex correspondence, memoranda, studies, financial analysis, and administrative staff reports, including agenda items.
- Investigates public complaints to determine proper action and responsibility required to correct the issue; Coordinates with Code Enforcement on violations and Field Operations to schedule mitigation work as required.
- Attends and participates in professional trade and group meetings; stays abreast of new trends and innovations in the field of public administration; attends public meetings on behalf of the City, as required.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Coordinates work with related governmental agencies and jurisdictions, as required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Associate degree or equivalent. Three (3) years of managerial experience in any of the public works, utilities, building or construction trades; or an equivalent combination of education, training, and experience. Must possess a currently valid State of Florida driver's license with acceptable driving record.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of Public Work administration and operations.
- Knowledge of the materials, tools, methods, practices, and equipment used as related to the department.
- Knowledge of occupational safety and rules.
- Knowledge of computer systems and software applications.
- Ability to read and interpret documents and specifications.
- Ability to make accurate assessments and calculations in the preparation of program/project costs.
- Ability to develop technical specifications and scope of work documents required for the preparation for formal bids or other required purchasing functions.
- Ability to plan, schedule and direct multiple programs/projects on an ongoing basis, often concurrently.
- Ability to plan, schedule and monitor the work of department employees and outside contractors to efficiently and effectively accomplish the goals of the City.
- Ability to effectively employ technology such as computers and software required to conform to the expected procedures and operational methods of the Department of the City.
- Ability to communicate in writing effectively and clearly by means of electronic correspondence, memo, letter, or other means of written correspondence.
- Ability to establish and maintain effective and cooperative working relationships with the public, other employee, and City officials.
- Ability to correctly interpret and efficiently implement all applicable policies and procedures.

- Ability to operate a motor vehicle safely and legally.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and walking.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Public Works Director



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Highly responsible administrative work directing and overseeing the operations of the Public Works Department. Work areas include, but are not necessarily limited to, fleet management, parks and landscape maintenance, roads and grounds maintenance, tree maintenance and removal, contracted solid waste, facilities construction and maintenance, capital improvements and emergency management. Perform duties with considerable independence and latitude in supervising and being responsible for technical and administrative operations of the department. Work is performed under the general direction of the City Manager.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Plans, evaluates, and directs departmental policies, programs, and operations through division supervisors.
- Prepares department budget, controls expenditures, and recommends staffing levels, purchases of major items and equipment; advises the City Manager on overall needs and department operations; reviews and administers personnel actions. Plans and directs the activities involved in fleet management, parks and landscape maintenance, roads and grounds maintenance, tree maintenance and removal, contracted solid waste, facilities construction and maintenance, capital improvements and emergency management.
- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Coordinates work activities and programs of the department with other City programs and projects.
- Evaluates division activities through review of work plans, conferences, and inspections; adjusts procedures and operations accordingly.
- Serves as advisor to the City Manager regarding all public works programs.
- Acts as technical advisor and works in close cooperation with other department directors and advisory boards.
- Prepares and oversees contracts for consultants and subcontractors for public works programs and projects.
- Attends meetings with residents, stakeholders, City departments, outside agencies, and community organizations to coordinate resources to meet the community's public works and infrastructure needs.

- Responds to citizen inquiries and complaints regarding City services performed under the jurisdiction of Public Works.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Public Administration, Engineering, Parks Management or related field. Seven to ten (7-10) years supervisory and managerial experience that provides broad practical and technical exposure in all facets of municipal public works; or an equivalent combination of education, training and experience. Must have a valid State of Florida driver's license with good driving record.

Knowledge, Skills and Abilities:

- Knowledge of all phases of the Public Works function, e.g., park and grounds maintenance, roadways improvement, facilities construction and maintenance, sustainability, environmental protection, fleet management.
- Knowledge of effective budgetary management principles as related to the allocation of resources, e.g., personnel, financial, equipment.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to plan, direct, and coordinate a wide range of public works systems and activities.
- Ability to direct the activities of a large and diverse workforce through divisional supervisors.
- Ability to create a positive image to the public relative to public works programs.
- Ability to effectively communicate in both oral and written formats.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors but may involve outdoor exposure to disagreeable environmental factors such as heat, rain, wind and humidity.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet. Outdoor setting: possible environmental factors including but not limited to heat, rain, wind and humidity.

Purchasing Manager



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This position is responsible for technical work in procurement, contracts and bid solicitation for City departments. Responsible for directing and supervising operations of the Purchasing division in the Finance Department. Emphasis is on planning, assigning, and reviewing the work of buyers and clerical employees engaged in the purchase of various commodities and services for use by the City. Responsibilities include providing management support for the Finance Director and administering complex procurement for the City. Work includes responsibility for the procurement of items, supplies and services used throughout the City. The work is performed under the general supervision of the Finance Director.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Coordinates purchasing functions. Procures materials, supplies and capital equipment and contract services, according to established procedures.
- Prepares Invitations to Bid, Requests for Proposals, and other solicitation types, in accordance with City policy and procedure, and as required by City ordinance and state statutes.
- Coordinates the advertisement of statutorily required public notices of committee meetings, and other public purchasing related meetings.
- Coordinates formal pre-bid meetings, bid openings, site visits and negotiation meetings.
- Facilitates evaluation committee meetings for all formal solicitations.
- Coordinates selection of vendors, recommendations of award, issuance of purchase orders, addenda, and vendor notifications.
- Negotiates, renegotiates, and administers contracts with suppliers, vendors, and other representatives.
- Approves purchase contracts up to determined limits. Assists departments in drafting specifications and solicits bids on all purchases over determined limits.
- Makes recommendations regarding the selection of suppliers based on supplier performance, credit worthiness, overall responsiveness, and cost.
- Creates and maintains City's vendor database, including verification of State registrations, business licenses and addresses. Determines need to add vendors.
- Resolves problems of shortages and improper orders with vendors.

- Promotes good relations between departments and vendors. Ensures vendor performance in areas of customer service and support.
- Approves select vendor invoices and reconciles purchase orders. Prepares purchase order and encumbrance reports and coordinates open balances with departments and City auditors.
- Reconciles and recommends for approval all construction related Applications for Payment and open retainage at year end.
- Maintains records of purchases and contracts so that analysis can be made to optimize opportunities for improved sources, distribution of business, process, and terms relative to the changing economic conditions.
- Maintains records and controls on all City fixed assets and property. Coordinates annual inventories and prepares necessary schedules of depreciation and value for City auditors and annual financial report.
- Properly disposes of surplus inventories, scrap material, and surplus or obsolete equipment via City auction/solicitation.
- Coordinates submittal and internal/external distribution of various financial documents throughout the year, e.g., annual proposed and adopted budgets, Comprehensive Annual Financial Reports (CAFR), FDOT reports to required recipients.
- Enforces City purchasing policies and procedures and ensures expenditures are within budgeted parameters.
- Follows and monitors purchasing laws and regulations.
- Provides backup support to Accounts Payable and IT personnel, as required.
- Supervises Buyer position.
- Plans, assigns, and reviews the work of a staff of buyers and clerical employees engaged in purchasing various commodities and services for the City.
- Directs and supervises a staff of professionals, paraprofessionals and clerical employees engaged in a variety of Purchasing and warehousing functions, in accordance with applicable City and Federal laws, regulations, ordinances, and professional ethical practices.
- Develops and recommends new systems and procedures relating to Purchasing activities.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Associate degree or equivalent. Three to five (3-5) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of the practices involved in governmental purchasing property and control principles and practices.
- Knowledge of the formal bid process, e.g., developing requests for proposal/quote, tabulating bids, monitoring contract compliance.
- Knowledge of materials and supplies involved in City services.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.

- Ability to develop methods procedures for the control of goods and services.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Recreation Specialist



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs associate level work in the Parks and Recreation Department. Responsible for oversight and daily operations of City facilities. Assists in maintaining and coordinating facility schedules. Work is performed under limited supervision. Position relies on experience and exercising independent judgement to determine best approach by using policies and procedures.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Assists in the daily operations of activities and programs at Department facilities
- Assists in the preparation of facilities for general, program and rental use
- Performs general unskilled maintenance and light upkeep of facilities
- Collects fees for programs and events
- Conducts registration for recreation programs and enters participant data for applicable Department use
- Performs customer service functions and provides information and assistance related to recreation programs and facilities
- Responds to routine questions, complaints, or requests for service
- Communicates with supervisor relative to facility/program needs
- Assists with Department Special Events
- Ensures and enforces facility policies, regulations and safety rules of the Parks and Recreation Department
- Assists the divisions within the Parks and Recreation Department for programming of operations
- Assist in emergency management preparations and operations
- Work a varied schedule to include, nights, weekends and holidays
- Represent the Department or City at related events
- Works in conjunction with Department Managers, when directed
- Maintains accurate records of work performed
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; supplemented preferably by two (2) or more years' Parks and Recreation experience; an equivalent combination of education, certification, training or experience may be considered.

Must have a valid state of Florida driver license.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge in Microsoft Office Products (Word, Outlook, Excel, etc.)
- Knowledge in Recreation Computer Software
- Skill in providing excellent customer service
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to organize work for timely completion
- Ability to react efficiently and effectively in emergency situations
- Ability to work with limited supervision
- Ability to establish and maintain effective and cooperative working relationships
- Ability to work designated work schedule, including evenings, weekends and holidays

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (10 - 50 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.

Senior Administrative Specialist



Category: Non-Exempt

Department: Community Development

Pay Grade: 110

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under general direction of the Administrative Coordinator, provides highly responsible, advanced administrative support or a technical specialty for an assigned division of the department. Employees in this classification are responsible for administrative duties that support efficient operations, quality customer service, and continued workflow for their area of assignment. Qualifications include the ability to multi-task in a fast-paced environment. This position reports directly to the Administrative Coordinator with regard to training, schedules, assignments, processes, procedures and customer focus. The employee is expected to maintain their assigned work schedule and to be available in their assigned work area during regular working hours with the exception of scheduled lunch and breaks. This position includes considerable exercise of independent judgment and initiative in when performing technical processes exclusive to the work unit.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Performs customer service functions, e.g., greets customers, answers telephone, and emails, and directs persons to proper entity/department within the city or affiliated agencies.
- Maintains established procedures, forms, and filing systems for efficiency in administrative operations. Creates same under the direction of the Administrative Coordinator where necessary.
- Responds to inquiries from the general public regarding Business Tax requirements, permit application submittals, inspections, public records requests, lien searches, and all other areas of departmental operation.
- Maintains complex departmental documentation for adherence and processing according to prescribed regulatory and statutory standards.
- Creates forms and reports as necessary to maintain, improve or streamline divisional processes upon the request of the Administrative Coordinator, Assistant Director or Director.
- Interfaces directly with the Fire Marshall, Building Official, Chief Structural Inspector and structural inspector with regard to occupational uses of commercial businesses.

- Communicates with all applicable inspection professionals on behalf of the customer with regard to permitting revisions, changes, comments, scheduling, etc. throughout the process of submittal, review, issuance and inspection of residential building permits.
- Assists and educates customers on use and process of applicable forms and procedures with regard to permits, Local Business Tax Receipts, Zoning Certificates of Use, Vacation/Short-term rental registrations, Certificates of Occupancy and other applicable departmental areas of operation.
- Interfaces and coordinates with all Building Division disciplines.
- Performs advanced administrative support duties in maintaining complex records and documentation and maintains record retention processes that support efficient retrieval and comprehensive audit trail for the functional areas of responsibility.
- Processes tasks associated with sensitive or confidential issues, exercising appropriate discretion in all communication matters.
- Transcribes minutes from recorded departmental-associated board meetings, where necessary.
- Generates and prepares complex departmental reports according to prescribed schedules and regulatory reporting requirements, e.g., weekly, monthly, quarterly, annually.
- Generates moderately complex correspondence and related communications, ensuring adherence to prescribed standards of business English, grammar, and diction.
- Performs moderately complex accounts maintenance activities specific to the area of assignment, including calculating fees/charges, processing fees and payments, and reconciling payments received at the end of each day.
- Performs independent research and exercises judgment and initiative for the purpose of resolving or addressing operational matters applicable to areas of responsibility.
- Performs other duties as directed by the Administrative Coordinator, Assistant Director or Director.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Three (3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of customer service principles in application to effective and courteous communications.
- Knowledge of the use and operation of modern office technologies, e.g., facsimile machines, photocopiers, personal computers, calculators.
- Knowledge of use and application of standard computer software packages, e.g., word processors, spreadsheet applications.
- Ability to accurately apply mathematical operations in budgetary/accounting related functions.
- Ability to respond to, research, develop, and recommend effective solutions to a wide variety of complex issues applicable to functional areas of responsibility.
- Ability to multi-task in various areas of administrative support in a fast-paced environment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions while completing complex tasks with deadlines

Senior Administrative Specialist (Clerks)



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under the general direction, provides highly responsible advanced administrative support for an assigned department or division of the City. Performs routine clerical duties in supporting daily operations & continued workflow, which include photocopying, data entry, sending/receiving emails, filing, opening/closing of the facility, & record retention.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Creates and establishes procedures, forms, and filing systems to improve efficiency in administrative operations.
- Maintains and monitors complex departmental documentation for adherence and processing according to prescribed standards, e.g., contracts, operating policies and procedures, regulatory standards, descriptive statistics.
- Maintains complex filing systems that support efficient retrieval and comprehensive audit trail for functional areas of responsibility.
- Processes tasks associated with sensitive or confidential issues, exercising appropriate discretion in all communication matters.
- Performs advanced administrative support duties in maintaining complex records and documentation for the functional areas of responsibility.
- Generates and prepares complex departmental reports according to prescribed schedules and regulatory reporting requirements, e.g., weekly, monthly, quarterly, annually.
- Generates moderately complex correspondence and related communications documentation; ensures adherence to prescribed standards of business English, grammar, and diction.
- Creates, maintains, and coordinates scheduling and work processes applicable to department operations; ensures efficient coordination of inter-departmental activities and projects.
- Performs moderately complex accounts maintenance activities specific to area of assignment, e.g., processing fees and payments, calculating fees/charges, tracking budgetary activities, preparing payroll time records.
- Develops, recommends and implements (upon approval) new policies and procedures when applicable to work process to improve operations.

- Performs research involving independent judgment and initiative for the purpose of resolving or addressing operational matters applicable to areas of responsibility.
- Responsible for overseeing the passport facility manager.
- Processes garage sale permits and permit fees.
- Conducts notary services.
- Answers mainline phones and directs calls to the appropriate party and addresses residents' concerns and questions.
- Orders supplies needed for the office.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Three (3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of customer service principles in application to effective and courteous communications.
- Knowledge of use and application of standard computer software packages, e.g., Microsoft Word, Excel, PowerPoint, etc.
- Ability to accurately apply mathematical operations in budgetary/accounting related functions.
- Ability to respond to, research, develop, and recommend effective solutions to a wide variety of complex issues applicable to functional areas of responsibility.
- Ability to multi-task in various areas of administrative support in a fast-paced environment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Senior Administrative Specialist (Public Works)



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under the general direction, provides highly responsible advanced administrative support for an assigned department or division of the City. Employees in this classification are responsible for administrative duties that support efficient operations, quality customer service, and continued workflow for area of assignment. Work includes the ability to multi-task in a fast-paced environment. Includes considerable exercise of independent judgment and initiative in responding to and resolving internal and external customer service issues.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Creates and establishes procedures, forms, and filing systems to improve efficiency in administrative operations.
- Maintains and monitors complex departmental documentation for adherence and processing according to prescribed standards, e.g., contracts, operating policies and procedures, regulatory standards, descriptive statistics.
- Maintains complex filing systems that support efficient retrieval and comprehensive audit trail for functional areas of responsibility.
- Processes tasks associated with sensitive or confidential issues, exercising appropriate discretion in all communication matters.
- Performs advanced administrative support duties in maintaining complex records and documentation for the functional areas of responsibility.
- Generates and prepares complex departmental reports according to prescribed schedules and regulatory reporting requirements, e.g., weekly, monthly, quarterly, annually.
- Generates moderately complex correspondence and related communications documentation; ensures adherence to prescribed standards of business English, grammar, and diction.
- ensures efficient coordination of inter-departmental
- Scans documents into system.
- Performs moderately complex accounts maintenance activities specific to area of assignment, e.g., processing fees and payments, calculating fees/charges, tracking budgetary activities, preparing payroll time records.
- Develops, recommends and implements (upon approval) new policies and procedures when applicable to work process to improve operations.

- Performs research involving independent judgment and initiative for the purpose of resolving or addressing operational matters applicable to areas of responsibility.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Three (3) years of experience of progressively responsible administrative support experience in a customer service environment that provides broad working knowledge of management/operations support principles and practices, with demonstrated advanced skills in the use and application of standard computer technologies; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of customer service principles in application to effective and courteous communications.
- Knowledge of the use and operation of modern office technologies, e.g., facsimile machines, photocopiers, personal computers, calculators.
- Knowledge of use and application of standard computer software packages, e.g., word processors, spreadsheet applications.
- Ability to accurately apply mathematical operations in budgetary/accounting related functions.
- Ability to respond to, research, develop, and recommend effective solutions to a wide variety of complex issues applicable to functional areas of responsibility.
- Ability to multi-task in various areas of administrative support in a fast-paced environment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Senior Administrative Specialist



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under general direction, provides highly responsible and advanced administrative support for the Utilities Department and City Engineer's office. Employees in this classification are responsible for complex administrative and clerical duties that support efficient operations, quality customer service, and continued workflow for area of assignment. Work includes the ability to multi-task in a fast-paced environment, exercising considerable independent judgment and initiative in responding to and resolving internal and external issues.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Creates and establishes procedures, forms, and filing systems to improve efficiency in administrative operations.
- Prepares, maintains or monitors complex departmental documentation with accuracy, for adherence and processing according to prescribed standards, e.g., City Commission agenda items, contracts, agreements, operating policies and procedures, regulatory standards, descriptive statistics, etc.
- Drafts letters/memorandums and follow-up of routine matters, prepares and processes personnel-related documents and forms and prepares supervisors' monthly minutes.
- Maintains complex filing systems that support efficient retrieval and comprehensive audit trail for functional areas of responsibility.
- Processes tasks associated with sensitive or confidential issues, exercising appropriate discretion in all communication matters.
- Performs advanced administrative support duties in maintaining complex records and documentation for the functional areas of responsibility.
- Generates and prepares complex departmental reports according to prescribed schedules and regulatory reporting requirements, e.g., weekly, monthly, quarterly, annually.
- Generates moderately complex correspondence and related communications documentation; ensures adherence to prescribed standards of business English, grammar, and diction.
- Creates, maintains and coordinates scheduling and work processes applicable to department operations; ensures efficient coordination of inter-departmental activities and projects.
- Performs moderately complex accounts maintenance activities specific to area of assignment, e.g., processing fees and payments, calculating fees/charges, preparing budget, tracking budgetary activities, preparing payroll time records.

- Develops, recommends and implements (upon approval) new policies and procedures when applicable to work process to improve operations, etc.
- Performs research involving independent judgment and initiative for the purpose of resolving or addressing operational matters applicable to areas of responsibility.
- Manages and files a variety of correspondence, documents, requests and other forms/materials from various regulatory agencies.
- Coordinates and assists City Engineer's office in preparing, where applicable, and managing various documents including, but not limited to plans, developer's agreements, regulatory forms, project closeout documents for City Commission approval.
- Schedules and maintains Utility Director's calendar. Reviews and sorts incoming/outgoing mail.
- Schedules, coordinates and prepares meeting materials, reserves venues, invites participants, etc.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Three (3) to five (5) years of experience with at least two (2) years as administrative specialist or equivalent position in a related field; or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license with good driving record.

Knowledge, Skills and Abilities:

- Knowledge of customer service principles in application to effective and courteous communications.
- Knowledge of the use and operation of modern office technologies, e.g., facsimile machines, photocopiers, personal computers, calculators.
- Knowledge of use and application of standard computer software packages, e.g. Emails, word processors, spreadsheet applications, Power Point, etc.
- Ability to accurately apply mathematical calculations in budgetary/accounting related functions or preparation.
- Ability to respond to, research, develop, and recommend effective solutions to a wide variety of complex issues applicable to functional areas of responsibility.
- Ability to multi-task in various areas of administrative support in a fast-paced environment.
- Ability to communicate effectively in both oral and written formats.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.



Senior Budget Analyst

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The Senior Budget Analyst directs the development and oversight of the City's annual budget. Responsible for researching, analyzing, and presenting numerous options for financial management and planning. Work involves the daily operations of budget management, analyses of fiscal conditions, year-end projections, review and monitoring of department budgets, and evaluations of financial alternatives consistent with City goals and objectives. This position reports directly to the Assistant Finance Director.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Administers the City's operating budget.
- Develops goals and associated policies, procedures, and priorities for the city budget process.
- Develops, coordinates, and maintains strategic, fiscal and management policies for the city budget and the capital program.
- Prepares, monitors, and coordinates the budgets of city government and prepares special reports as required.
- Attends and establishes conferences and public and professional meetings.
- Formulates and monitors revenue and expenditure projections.
- Conducts management's review of proposed expenditures.
- Assures that the operation budget is balanced.
- Assesses the impact of the Capital Improvement Plan on the operating budget.
- Responsible for the monthly interim financial management reports and analysis.
- Conducts and creates trend analysis for revenue and expenditures.
- Conducts and creates feasibility studies.
- Conducts training when necessary.
- Provides general assistance to the Chief Financial Officer.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Accounting, Finance, or Public Finance. Three (3) years of experience in a related field, or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of modern budgeting principles and practices.
- Knowledge of data processing applications as they relate to accounting, including Word, Excel, Access and PowerPoint.
- Knowledge of the principles and practices of government policies, finances, management and budgeting methods and concepts.
- Knowledge of all federal, state, and local regulatory requirements applicable to the City's financial and budgetary activities.
- Knowledge of the funding process in a municipal environment as related to budgeting, cost accounting, financial planning and management.
- Knowledge of the principles, practices and procedures of supervision and city wide organization and administration.
- Knowledge and ability to plan, implement, and coordinate complex technical and administration programs.
- Knowledge of the principles, practices, and methods of accounting.
- Knowledge of budgetary procedures and practices, and ability to apply such to the City's budgeting system.
- Knowledge of the principles of information technology and automated procedures.
- Knowledge of governmental accounting principles and practices.
- Ability to express ideas effectively, both orally and in writing.
- Ability to perform financial analysis and evaluation of budget requests to make appropriate recommendations for budget preparation and monitoring.
- Ability to use objective and analytical processes to project revenues and expenditures.
- Ability to assist departments in the preparation of their budgets, including but not limited to, training on the budget program and analyzing expenditures.
- Ability to review departments' budget and to make recommendations to comply with approved operating and capital fund budgets.
- Ability to direct efforts to prepare the proposed and final budget documents.
- Ability to establish and maintain effective working relationships with the general public.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Senior IT Technician



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The Senior IT Technician is responsible for analyzing, designing, installing, configuring, maintaining, and repairing network servers, systems, and subsystems. Oversees the computer/server operation and environment. Provides directions, information, and recommendations regarding network configurations and installations.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Creates, Implements computer networks, and maintains (intranet, Internet, Physical and Virtual Servers, VLAN creation, etc.) to ensure effective and efficient running of the network.
- Utilizes client and server network software for monitoring and maintaining network and telecommunication systems.
- Maintains network operations and software applications, operating systems, and regular maintenance.
- Manages assigned projects and program components to deliver services in accordance with established objectives.
- Acts as point of escalation and Subject Matter Expert for service incidents and issues.
- Responds to inquiries from staff, administrators, service providers, site personnel, outside vendors, etc. to provide technical assistance and support.
- Supervises the administration of system and server related networks to ensure availability of services to authorized users.
- Troubleshoots malfunctions of network hardware and software applications, telephones, and security systems to resolve operational issues and restore services.
- Provides primary support for firewalls and internal security applications.
- Provides support for all internally used applications (Windows-based).
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in computer technology is preferred (Two years of relevant experience may be substituted for each year of required education); supplemented by three (3) years of experience in a related field; or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of data processing systems, concepts, and methodologies.
- Skill in Microsoft Office product environment (O365, Hybrid Exchange Server).
- Network Troubleshooting and configuration.
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes.
- Ability to implement effective and innovative software development methodologies.

Preferred:

- Knowledge of Nutanix Clusters and Hyper-V
- Knowledge in Palo Alto Firewalls, Dell computer hardware and networking equipment, BS&A ERP solution, Unifi wireless environment, Unitrends DRaaS solution, and Endpoint Central Management Software
- Knowledge with A/V Broadcast Equipment.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Senior Park Ranger



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Responsible for the enforcement of park rules and municipal code, provides general Park and City information to the public and ensures the safety of the public using the City's Parks and Recreation facilities. The position provides positive public relations and services concerning the parks. Responds to or mitigates situations where improper behavior is being displayed. Provides additional information or enforcement to the users of the facilities. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Responsible for enforcement of daily operation of various Parks and Recreation facilities
- Enforces all park rules and regulations in a tactful manner
- Issues civil citations for City ordinance violations or parking violations
- Provides information such as available facilities and activities, park usage rules, etc.
- Oversees staff at various park facilities
- Schedules work schedules, evaluations, time off requests and additional personnel responsibilities for park staff
- Makes scheduled rounds of City parks to provide surveillance of all patron activity
- Attends to emergency situations at assigned facilities and performs minor first aid
- Operates vehicles, two-way radios and other equipment
- Notifies the proper authorities when necessary of violations
- Issues courtesy warnings and solutions to individuals in violation of park rules
- Assists/advises park staff for handling complaints and enforcing park code, rules and regulations
- Enforces and monitors facility/field usage for park permit holders
- Greets patrons and responds to general inquiries applicable to assigned facility and the Parks and Recreation Department
- Processes applicable paperwork relative to the Departments needs
- Assists and directs general unskilled maintenance and light upkeep duties to subordinate staff
- Responds to routine questions, complaints, or requests for service
- Communicates with supervisor relative to facility/staff needs

- Assists with Department Special Events, when directed
- Assist in emergency management preparations and operations
- Ensures and enforces facility policies, regulations and safety rules of the Parks and Recreation Department
- Inputs work orders in city-wide work order system
- Monitors conditions conducive for facility use (i.e. Lightning Detection protocols)
- Work a varied schedule to include, nights, weekends and holidays
- Maintains accurate records of work performed
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; supplemented preferably by two (2) or more years' Parks and Recreation experience or security/law enforcement experience; an equivalent combination of education, certification, training or experience may be considered. Minimum of one (1) year supervisory experience preferred.

Must have a valid state of Florida driver license.

Must be able to obtain Florida Parking Enforcement Specialist for Civilians certification within six (6) months of employment.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge in Microsoft Office Products (Word, Outlook, Excel, etc.)
- Knowledge of city ordinances and rules pertaining to Parks and Recreation
- Knowledge of safety hazards in the use of the playground or other facilities and the necessary precautionary measures to take
- Knowledge of the principles and procedures used in the security work and patrolling of facilities
- Knowledge of park operations
- Skill in providing excellent customer service
- Ability to prepare reports
- Ability to maintain effective working relationship with staff and public served
- Must demonstrate sound work ethic
- Ability to be fair and compassionate in a consistent manner
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events

- Ability to assist with light custodial duties
- Ability to react efficiently and effectively in emergency situations
- Ability to follow/enforce instructions and incident response protocols
- Ability to work with limited supervision
- Ability to work designated work schedule, including evenings, weekends and holidays
- Ability to work independently and cooperatively

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (10 - 50 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.

Solid Waste & Recycling

Administrative Coordinator



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under the direction of the City Manager or designee, the position performs highly responsible managerial and technical work in coordinating and approving all work under the Solid Waste Removal Services Contract, resolve disputes, assure consistency and quality of Contractor's performance, schedule and conduct Contractor performance evaluations and document findings, and review and approve all invoices for work performed.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Investigate and respond to citizen inquiries and complaints promptly, completely, and courteously
- Reviews all incoming mail and City/department correspondence and takes appropriate action
- Coordinates timely submission of all Commission Agenda Items for assigned department
- Coordinates meetings with program employees, City employees and outside agencies
- Monitors various budgets and reports any issues or shortfalls
- Purchases equipment, office supplies and keeps log of all purchases, memberships and renewals
- Compiles data, analyzes information and generates various administrative reports
- Ensures accuracy of program reporting
- Provides day-to-day supervision and training of designated staff members; monitors and conducts assigned performance evaluations
- Administers and maintains the department specific software systems and modules
- Serves as program liaison and project lead for system implementations, updates and program issues
- Performs payroll system duties and researches and corrects payroll errors as they relate to employee pay and positions
- Provides technical and specialized administrative assistance in the support operations and functions
- Researches problems, notifies stakeholders of discrepancies and makes changes as needed
- Tracks requisitions and referrals for reporting purposes; updates requisition status in department tracking system and sends status notifications
- Trains, assists and advises staff regarding processing requisitions. Performs related work as required
- Handles special projects as assigned by the program manager relating to program functions and operations
- Assists management staff with implementation of new or modified systems, methods or procedures; prepares detailed written procedures and new or revised forms

- Prepares and maintains records for offsite storage
- Communicates with staff regarding inquiries related to department procedures, Personnel Rules, and Union contracts as they relate department operations
- May develop and provide education programs on solid waste and recycling issues
- Promotes waste minimization, environmental protection and environmental health
- Stays abreast of current developments in legislation and trends, which may affect the City and division
- Evaluate and make appropriate recommendations on solid waste collection and disposal costs.
- Manages and performs contract administration and service contract compliance, agreements, intergovernmental coordination, fees management, and rate development. Inspects work for progress and for conformance to contractual and established standards
- Participates in the planning, developing, administration and control of contractual budget; ensures City Manager is apprised of periodic budget(s) status; tracks expenses.
- As an essential employee, may be required to work during a declared emergency.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in a related field and three (3) to five (5) years of work experience in one or more of the following: the analysis, planning and development of programs, policies, operations, methods and procedures; the evaluation of program and operation effectiveness; the development of revised administrative practices in order to meet program, policy, organizational or legislative change, to expedite work, to effect economies of time, money, personnel and equipment, or to otherwise assist in the solution of administrative and management problems. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field, may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of contract administration and management.
- Knowledge of the materials, tools, methods, practices, and equipment used as related to the contract.
- Knowledge of occupational safety and rules.
- Knowledge of computer systems and software applications to proficiently operate a computer and pertinent software applications, including Word, Excel, Outlook, Power Point, etc.
- Ability to read and interpret contracts, maps, documents and specifications.
- Ability to make accurate assessments and calculations in the preparation of program/project costs.
- Ability to plan, schedule and direct multiple programs/projects on an ongoing basis, often concurrently.
- Ability to communicate in writing effectively and clearly by means of electronic correspondence, memos, letters, or other means of written correspondence.
- Ability to establish and maintain effective and cooperative working relationships with the public, other employees, and City officials.
- Ability to correctly interpret and efficiently implement all applicable policies and procedures.
- Must be able to safely and legally operate a motor vehicle

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and walking.

WORKING CONDITIONS

Tasks are generally performed inside in the office setting with occasional visits to the job sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids or pathogenic substances.

Special Events Assistant – New Position



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs associate level work in the Parks and Recreation Department. Assists in the coordination and execution of Department Special Events. Work is performed under limited supervision. Position relies on experience and exercising independent judgement to determine best approach by using policies and procedures.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Provides administrative support for Special Events including, budget reporting, monitoring expenditures, collecting invoices, preparing information packages and maintaining electronic and paper files
- Provides logistical Special Event support and delegation of responsibilities to Special Event staff
- Organizes and maintains equipment and supplies for Special Events
- Collects fees for programs and events
- Assists in the coordination and implementation of City-Wide Special Events and community programs
- Assists participants, oversees vendors and staff, troubleshoots arising issues, sets up and break down equipment for events
- Assists in planning Department Special Events
- Assists in soliciting and collecting donations/sponsorship for Department Special Events
- Assists in the marketing, advertising and marketing for Department Special Events
- Work a varied schedule to include, nights, weekends and holidays
- Submit orders and makes purchases for Department Special Events
- Assists other divisions within the Parks and Recreation Department, when directed
- Represent the Department or City at related events
- Works on behalf of the Manager assigned to Special Events, when directed
- Maintains accurate records of work performed
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; supplemented preferably by two (2) or more years' clerical or administrative work experience; an equivalent combination of education, certification, training or experience may be considered. Special Events experience preferred.

Must have a valid state of Florida driver license.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge in Microsoft Office Products (Word, Outlook, Excel, etc.)
- Knowledge in Recreation Computer Software
- Skill in providing excellent customer service
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to organize work for timely completion
- Ability to work with minimal supervision
- Ability to establish and maintain effective and cooperative working relationships
- Ability to work designated work schedule, including evenings, weekends and holidays

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (10 - 50 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.

Structural Inspector/Plans Examiner



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This is highly responsible technical work in the enforcement of structural codes governing the State of Florida and Broward County. Performs professional, technical, and administrative work in relation to regulatory standards, inspection activities, and permitting and licensing functions for residential and commercial building construction throughout the City. Position is responsible for performing professional plans review work associated with the daily operations of the Building Division. Work is performed under the general direction of the Building Official and Chief Structural Inspector.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Reviews submitted plans and performs field inspections for conformance with established code.
- Consults with architects, engineers, general and specialty contractors, and homeowners on building permit applications.
- Educates the public and industry professionals regarding requirements of the building code.
- Provides technical interpretation of the code requirements as related to the State and County.
- Attends court hearings as expert witness as required.
- Coordinates work schedules with other trade inspections and with other City departments.
- Investigates complaints regarding alleged code violations and issues notices for remedial action.
- Assist with structure fire and structure damage analysis during and after hours.
- Retains certification through mandatory continuing education programs.
- Provides highly technical plans review and interpretation of the various codes for which the division is responsible for enforcing; consults architects, engineers, general contractors, specialty contractors and homeowners on building permit applications;
- Attends various meetings, training sessions and continuing education courses as required to maintain all applicable certifications and State of Florida CEU requirements within the department; retains certification through mandatory continuing education programs.
- Participates in emergency Hurricane and Natural Disaster Response efforts and requirements as directed.
- Performs Business Tax field inspections for new business.
- Data entry of inspection results.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

- Have graduated from a standard high school or vocational school or possess a G.E.D. certificate from a recognized issuing agency. Qualifying work experience may be substituted for the High School or equivalent education requirement on a year-for-year basis
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire
- Certified as required by the State of Florida, Building Code Administrators and Inspectors Board (BCAIB) as a Standard (Building/Structural) Inspector OR be a Florida Registered Architect or Florida Licensed Professional Engineer (PE). (Required certifications and license must be kept current to continue employment in this class)
- Engineers are exempt from BCAIB certification.
- Certification by the Broward County's Board of Rules and Appeals (BORA) by meeting one of the following (An applicant for Certification as a Structural Inspector under the provisions of this section who is a graduate from an accredited school holding a Bachelor or Associate of Science Degree in Engineering, Architecture or Building Construction may be credited for two (2) years for Bachelor Degree or one (1) year for an Associate Degree towards the combined experience requirements (An applicant for certification as Structural Inspector under the provisions of this section may only substitute the required two-year HVHZ experience with two years of statewide experience by passing the BORA HVHZ exam):
 - Florida Registered Architect or a Florida Licensed Professional Engineer in the discipline requested PLUS two (2) years of HVHZ experience OR
- BCAIB certified Standard Inspector in the Building/Structural discipline with five (5) years of experience within the State of Florida, of which, two (2) years shall have been within HVHZ. (An individual qualifying through this path shall be required to acquire a General Contractors (GC) license by exam, within one (1) year of initial certification as an Inspector) OR
- Licensed GC with at least five (5) years of experience within the State of Florida in the Structural/Building discipline where two (2) years of which were within the HVHZ OR
- Five (5) years construction experience in the Structural/Building discipline in a supervisory capacity of which at least two (2) years shall have been within the jurisdiction of HVHZ. An individual qualifying through this path must acquire an Unlimited GC license by exam, from the Construction Industry Licensing Board (CILB) OR Broward County Examining Board OR the Miami-Dade Construction Trades Qualifying Board within one (1) year of initial certification as an Inspector OR
- Ten (10) years construction experience in the Structural/Building discipline of which at least two (2) years shall have been within the jurisdiction of the HVHZ. An individual qualifying through this path must acquire an Unlimited GC license by exam, from either the CILB OR Broward County Examining Board OR the Miami-Dade Construction Trades Qualifying Board within one (1) year of initial certification as an Inspector
- Inspectors holding a Certificate of Competency in any area of construction shall not use their Certification to engage in free enterprise competing against persons or firms that may do business within Broward County whose work they may also inspect, nor may they allow their Certificate of Competency to be used by another person or firm.

Knowledge, Skills and Abilities:

- Knowledge of building construction methods and materials.

- Knowledge of the Florida Building Code, Broward County Administrative code.
- Knowledge of the general practices and materials of the building trades.
- Ability to read and interpret construction plans and blueprints.
- Ability to maintain effective working relationships with contractors, employees and the general public.
- Ability to compile inspection data and make reports relating to code enforcement activities.
- Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Position involves various other intermittent physical activities that include, but may not necessarily be limited to climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate weight (10 – 40 pounds).

WORKING CONDITIONS

Work is performed indoors and outdoors in all types of weather.

Swim Coach



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Responsible for providing the direct leadership, instruction and motivation for swim team participants. Attends swim meets and team functions throughout the year. Responsible for upholding a safe and clean environment for swim team participants. Assists with overseeing the overall health, safety and welfare of community citizens who patronize the city's public pool. Performs water rescues as necessary. Helps enforce all facility rules. Work is performed under close supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Responsible for safety of Swim Team Participants
- Adheres to all state, health and safety standards and policies
- Assess program participants for appropriate skill categorization
- Maintains a positive and professional image for fellow workers and patrons
- Coach various aquatic programs/classes
- Assists with monitoring conditions conducive for facility use (i.e. Lightning Detection protocols)
- Assist with removal equipment from the pool as necessary (heating blankets, etc.)
- Maintains current certifications by attending seminars, classes, workshops, etc.
- Performs First Aid and CPR as necessary
- Greets patrons and responds to general inquiries applicable to the Parks and Recreation Department
- Instructs or assists with implementing activities and supervising of program participants
- Processes applicable paperwork relative to the Departments/Swim Team needs
- Performs light upkeep of facility from program use
- Responds to routine questions, complaints, or requests for service
- Communicates with supervisor relative to program/facility needs
- Reports safety concerns and hazards to supervisor
- Assists with Swim Team Special Events
- Ensures and enforces facility policies, regulations and safety rules of the Parks and Recreation Department

- Maintain an appropriate uniform appearance clear and free from obstruction to clearly display Lifeguard insignia
- Work a varied schedule to include, nights, weekends and holidays
- Maintains accurate records of program participants
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; completion of approved lifeguard course; First Aid and CPR certification; an equivalent combination of education, certification, training or experience may be considered. Water Safety Instructor (WSI) Certification preferred. Two (2) years Previous Lifeguard/Swim Instruction/Coaching experience or in a related field preferred.

Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Additional Certifications recognized nationally or approved by the City required, or obtained within three (3) months of hiring; Continuation of Employment is contingent upon acquiring and maintain certifications.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge of municipal rules and regulations related to the use of pool areas
- Skill in providing excellent customer service
- Ability to make sound, quick independent judgments and to handle persons in emergency situations
- Ability to instruct and supervise pool users in the prevention of various accidents
- Ability to perform rigorous exercises and keep in top physical condition
- Ability to enforce rules and regulations firmly, tactfully and professionally
- Ability to manage groups of participants
- Ability to follow instructions
- Ability to work outdoors
- Ability to sit or stand for long time periods
- Ability to teach and perform assigned duties of swim team with proficiency
- Ability to complete light custodial duties
- Ability to follow instructions and report incident response protocols
- Ability to work with limited supervision
- Ability to work designated work schedule, including evenings, weekends and holidays

- Ability to work independently and cooperatively

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (20 - 50 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.

Tradesworker I - PW



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs semi-skilled to skilled work in one or more of the various trades' disciplines in the maintenance, construction, repair and general upkeep of City facilities, equipment, and grounds. Workers in this job also participate in the construction of large City and capital projects. Trades disciplines include, but are not necessarily limited to, carpentry, electrical, painting, plumbing, irrigation, and equipment operation.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Performs general maintenance and repair tasks in the trade discipline of responsibility, e.g., carpentry, painting, plumbing, irrigation, equipment operation.
- Reads and interprets a wide variety of documentation applicable to assigned trades areas, e.g., plans, sketches, drawings, diagrams, technical instructions.
- Performs basic tasks and learns how to perform more complex tasks associated with carpentry, e.g., installing doors, making alterations, framing, installing windows, installing doors, fence repairs, locks, repairing ceilings, building furniture, finishing, and forming concrete, making basic roof repairs, etc.
- Performs painting tasks associated with both interior and exterior surfaces, e.g., priming surfaces, mixing paints, applying paint according to discipline methods and techniques.
- Performs basic tasks and learns how to perform minor electrical repairs, e.g., replacing switches and circuits, testing amperage, and changing out fixtures, and change out parking lot lights
- Performs basic tasks and learns how to perform more complex tasks associated with plumbing, e.g., replacing sinks, water fountains, toilets, outdoor showers, valves, leaking components, and troubleshooting and repairing/replacing pumps.
- Performs basic tasks and learns how to perform basic repairs with irrigation in parks, at facilities, and roadways. Learn how to replace heads, repair/replace lines, troubleshoot pump-mechanical problems, and replace automated controllers/pumps/motors.
- Adheres to practices of safe use and handling of equipment and tools used in the assignments.
- Performs basic tasks and learns how to perform basic tasks associated with public property maintenance and construction, e.g., excavations, grading, transport of refuse and debris.
- Maintains records and documentation according to work orders that are assigned and completed.

- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Two (2) years of experience in the trade discipline of primary assignment; vocational technical training may substitute for a part or all of the required experience; or an equivalent combination of education, training, and experience. Must possess a commercial driver's license (CDL) class A or B.

Knowledge, Skills and Abilities:

- Knowledge of tools, materials and equipment utilized in the primary trade discipline of assignment.
- Knowledge of standards practices and techniques for the safe handling and effective operation of trade tools and equipment.
- Skill in the application of tools, techniques, principles, practices, and methods applicable to the primary trade of assignment.
- Ability to fulfill physical requirements and demands of work.
- Ability to read and write and learn to interpret a wide variety of technical documentation applicable to assigned area, e.g., schematics, diagrams, sketches, blueprints.
- Ability to communicate orally.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort which may involve heavy lifting, carrying, pushing and pulling of objects and materials of heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks require sound and visual perception and discrimination. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, humidity.

WORKING CONDITIONS

Tasks are regularly performed inside and outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and disease, or pathogenic substances.

Tradesworker II



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs semi-skilled to skilled work in one or more of the various trades' disciplines in the maintenance, construction, repair and general upkeep of City facilities, equipment, and grounds. Workers in this job also participate in the construction of large City and capital projects. Trades disciplines include, but are not necessarily limited to, carpentry, electrical, painting, plumbing, irrigation, and equipment operation.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Performs general maintenance and repair tasks in the trade discipline of responsibility, e.g., carpentry, painting, plumbing, irrigation, equipment operation.
- Reads and interprets a wide variety of documentation applicable to assigned trades areas, e.g., plans, blueprints, schematics, sketches, drawings, diagrams, technical instructions.
- Performs basic to complex carpentry tasks, e.g., installing doors, alterations, framing, installing windows, installing outdoor showers, fence repairs, replacement devices, locks, ceilings tiles and ceiling tiles grids, repairing/replacing floor tiles, furniture building, concrete finishing and forming, roof repairs, building lay out, and program door locks.
- Performs painting tasks associated with both interior and exterior surfaces, e.g., priming surfaces, mixing paints, applying paint according to discipline methods and techniques.
- Performs basic to complex electrical repair and installation tasks, e.g., replacing switches and circuits, testing amperage, changing out fixtures, , work on parking lot fixtures,
- Performs basic to complex plumbing tasks, e.g., replacing sinks, water fountains, toilets, valves, leaking components, troubleshooting and repairing/replacing pumps.
- Performs basic to complex irrigation tasks associated with the continued flow of irrigation to parks, at facilities and roadways , e.g., replacing heads, repairing/replacing lines, troubleshooting pump-mechanical problems, replacing automated controllers/pumps/motors.
- Performs basic to complex tasks associated with public property maintenance and construction, e.g., excavations, grading, transport of refuse and debris.
- Performs road work tasks such small asphalt repairs; blocking roads off for accidents and trimming and cutting trees as needed.
- Adheres to practices of safe use and handling of equipment and tools used in the assignments.
- Maintains records and documentation according to work orders that are assigned and completed.

- Assists other trades staff as needed within scope of knowledge, skills, and abilities.
- Responsible for purchasing materials.
- Operates a variety of light equipment.
- Performs locksmith duties.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Two to three (2-3) years of experience in the trade discipline of primary assignment; vocational technical training may substitute for a part or all of the required experience; or an equivalent combination of education, training, and experience. Must possess a commercial driver's license (CDL) class A or B.

Knowledge, Skills and Abilities:

- Knowledge of tools, materials and equipment utilized in the primary trade discipline of assignment.
- Knowledge of standards practices and techniques for the safe handling and effective operation of trade tools and equipment.
- Skill in the basic to complex application of tools, techniques, principles, practices, and methods applicable to the primary trade of assignment.
- Ability to read, write and interpret a wide variety of technical documentation applicable to assigned area, e.g., schematics, diagrams, sketches, blueprints.
- Ability to fulfill physical requirements and demands of work.
- Ability to operate a variety of light equipment.
- Ability to communicate orally.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort which may involve heavy lifting, carrying, pushing and pulling of objects and materials of heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks require sound and visual perception and discrimination. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, humidity.

WORKING CONDITIONS

Tasks are regularly performed inside and outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and disease, or pathogenic substances.

Tradesworker III



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs semi-skilled to skilled work in several of the trades - construction, electrical, plumbing, mechanical, HVAC - whereby incumbent holds primary responsibility for all around maintenance of assigned facility(s) or area. Position performs general to moderately complex trades maintenance work independently as assigned.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Performs moderately complex to advanced construction, maintenance and repairs on structures, facilities, equipment, and other college property in the construction, electrical, plumbing, mechanical, or HVAC trade.
- Performs moderately complex maintenance and repairs on mechanical systems and components in the pump mechanical, HVAC, or electronics trade.
- Reads blueprints, diagrams, and sketches in the preparation and performance of tasks.
- Performs preventive maintenance according to assigned schedules or when directed.
- Operates various hand-held manual, electrical and gas powered tools and equipment, i.e., shovels, mixers, sprayers, drills, hammers, etc..
- Maintains and ensures the safe operating condition of assigned equipment, tools, and vehicles according to established policy and sound trade practices.
- Performs various record maintenance duties where applicable, i.e., work orders, materials and supplies utilized, cost estimates, labor required, maintenance logs, fuel logs.
- Recognizes and reports any detected deterioration, repair needs, and maintenance needs to supervisor.
- Acquires greater skill and experience through participating in more complex tasks, and assists with the planning, estimating, and coordination of such.
- Functions in a lead capacity over I and II level Tradesworkers for complex projects requiring greater skill and manpower, as directed.
- Performs basic to complex electrical repair and installation tasks, e.g., replacing switches and circuits, testing amperage, changing out fixtures, , work on parking lot fixtures,
- Performs basic to complex plumbing tasks, e.g., replacing sinks, water fountains, toilets, valves, leaking components, troubleshooting and repairing/replacing pumps.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Three to four (3-4) years of experience in a related field; or an equivalent combination of education, training, and experience. A commercial driver's license (CDL) class A or B preferred. Must possess Freon/Refrigerant Recovery and Handling certification.

Knowledge, Skills and Abilities:

- Knowledge of tools, materials and equipment utilized in the primary trade discipline of assignment.
- Knowledge of standards practices and techniques for the safe handling and effective operation of trade tools and equipment.
- Skill in the basic to complex application of tools, techniques, principles, practices, and methods applicable to the primary trade of assignment.
- Ability to read, write and interpret a wide variety of technical documentation applicable to assigned area, e.g., schematics, diagrams, sketches, blueprints.
- Ability to fulfill physical requirements and demands of work.
- Ability to operate a variety of light equipment.
- Ability to communicate orally.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort which may involve heavy lifting, carrying, pushing and pulling of objects and materials of heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks require sound and visual perception and discrimination. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, humidity.

WORKING CONDITIONS

Tasks are regularly performed inside and outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and disease, or pathogenic substances.

Treatment Plant Operator I



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Skilled and responsible technical position in the operation, maintenance and repair of City's water and wastewater treatment plant facilities and systems. Works under general supervision of Chief Plant Operator or Plant Superintendent or Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. This is a generic job description that covers operations in both water and wastewater facilities and is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs the full range of duties related to plant operations, including safety; operates a variety of facilities, systems, equipment, pumps, and valves; learns to operate and maintain new systems and equipment as necessary.
- Performs a variety of equipment maintenance duties; inspects, removes, cleans, lubricates, backwashes, repairs, maintains, and reinstalls equipment related to a variety of treatment plant facilities, systems, grinders, drip traps, scales, centrifuges, hydrovanes, tanks, pumps, valves, and piping systems; cleans and calibrates meters and probes; performs general housekeeping of all areas associated with assigned facilities.
- Manages lab and performs a variety of process control related duties; collects samples from various plant processes and field for chemical/biological analysis; operates and calibrates samplers; collects storm channel water samples outside the plant as necessary.
- Performs a variety of tests and analysis; measures primary and secondary settling basins sludge depths; performs mathematical calculations including those related to flows, areas, volume, weight, force, pressure, chemical dosage, and those related to various tests and analysis; evaluates laboratory testing results and calculations and implements results in operational control.
- Investigates and acknowledges alarms throughout the treatment facilities.
- Monitors, polls, and responds to lift station alarms; locates and notifies stand-by personnel to respond to lift station alarms; provides support, security, and communication to maintenance personnel at lift stations when responding to alarms.
- Performs a variety of recordkeeping duties; creates records, logs, etc. and properly stores them; ensures permits are properly maintained and available; completes, maintains, and files a variety of forms, lists, records, schedules, and informational logs.
- Performs a variety of duties in response to power outage emergencies; operates, monitors, adjusts, and maintains backup generators; responds to power outages by properly resetting, restarting, and

bringing systems essential to proper plant operations back on-line; maintains proper fuel levels in generators and storage tanks.

- Performs a variety of duties in response to wet weather emergencies; operates, monitors, and adjusts plant drainage system; places protections around plants, buildings and ponds; stages, operates, monitors, and lubricates emergency trash pumps.
- Receives inquiries from the public; answers questions and directs inquiries to appropriate personnel as necessary.
- Participates in a variety of training activities; studies equipment manuals for all facility equipment; receives training on new equipment and processes as well as initial and periodic refresher training on processes, procedures, systems, and equipment related to assignment; maintains familiarity with all standard operating procedures pertaining to equipment and plant processes; provides training to new operators-in-training on equipment and plant processes.
- Performs and participates in a variety of safety related duties and activities; follows all safety standard operating procedures when performing work; maintains awareness of and reports/corrects any trip hazards, spills, and unsafe equipment; properly handles, stores, and labels various chemicals.
- Maintains and inspects all personal protective equipment and restocks as necessary.
- Operates tractor, forklift or other vehicles/carts inside the plant grounds as required.
- Monitors and maintains leak detection system.
- Performs housekeeping duties, maintains clean lab, control room and warehouse area.
- Monitors SCADA system and start/stop water production as required to supply demand.
- Responsible for physical walk-throughs of water/wastewater plants and wells. Checks for problems and advises superiors.
- Responsible for the community water sampling within the City's service area.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Two (2) years of experience in a related field; or an equivalent combination of education, training, and experience. Requires minimum "C" Certification/License for Water Treatment Plant or Wastewater Treatment Plant Operator. Preference given for possessing a valid Commercial Driver's License Class B (CDL B). Must have a valid State of Florida driver's license with good driving record. The Director may relax any qualifications requirement based on operational necessity.

Knowledge, Skills and Abilities:

- Knowledge of the operations, services, activities, and terminology of water and wastewater treatment programs including processes and controls.
- Knowledge of the principles, practices, chemicals, and operating procedures related to the operation and maintenance of water and wastewater treatment plants.
- Knowledge of the materials, tools, equipment, and methods used in the general construction, operation, maintenance, and repair of water and wastewater treatment plant facilities, systems, and equipment.

- Knowledge of applicable operational and safety regulations pertaining to water and wastewater treatment plant operations and federal, state, and local laws, codes, and regulations.
- Skill in Microsoft Office products (Outlook and Word).
- Ability to operate, monitor, and maintain a variety of water and wastewater treatment plant equipment, facilities and systems.
- Ability to read and interpret gauges, meters, and other instrument readings and take effective actions.
- Ability to diagnose operational problems and perform effective maintenance on equipment.
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Ability to clearly communicate and understand information in English, both orally and in writing.
- Ability to correctly interpret and efficiently implement all applicable policies and procedures.
- Ability to work rotating shifts and weekends, as needed.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Tasks may involve some lifting, carrying, pushing and pulling of objects and materials of moderate to heavy weight (up to 50 pounds). Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Must be physically able to operate air brake truck, forklift and other equipment and tools, where needed.

WORKING CONDITIONS

Tasks are mostly performed inside the plant facility with regular visits to the outside environment with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, toxic/poisonous agents, gases or chemicals, oils and other fluids, or pathogenic substances.

Treatment Plant Operator II



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Highly skilled and responsible technical position in the operation, maintenance and repair of City's water and wastewater treatment plant facilities and systems. Works under general supervision of Chief Plant Operator or Plant Superintendent or Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. This is a generic job description that covers operations in both water and wastewater facilities and is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs the full range of duties related to plant operations, including safety; operates a variety of facilities, systems, equipment, pumps, and valves; learns to operate and maintain new systems and equipment as necessary.
- Performs a variety of equipment maintenance duties; inspects, removes, cleans, lubricates, backwashes, repairs, maintains, and reinstalls equipment related to a variety of treatment plant facilities, systems, grinders, drip traps, scales, centrifuges, hydrovanes, tanks, pumps, valves, and piping systems; cleans and calibrates meters and probes; performs general housekeeping of all areas associated with assigned facilities.
- Manages lab and performs a variety of process control related duties; collects samples from various plant processes and field for chemical/biological analysis; operates and calibrates samplers; collects storm channel water samples outside the plant as necessary.
- Performs a variety of tests and analysis; measures primary and secondary settling basins sludge depths; performs mathematical calculations including those related to flows, areas, volume, weight, force, pressure, chemical dosage, and those related to various tests and analysis; evaluates laboratory testing results and calculations and implements results in operational control.
- Investigates and acknowledges alarms throughout the treatment facilities.
- Monitors, polls, and responds to lift station alarms; locates and notifies stand-by personnel to respond to lift station alarms; provides support, security, and communication to maintenance personnel at lift stations when responding to alarms.
- Performs a variety of recordkeeping duties; creates records, logs, etc. and properly stores them; ensures permits are properly maintained and available; completes, maintains, and files a variety of forms, lists, records, schedules, and informational logs.
- Performs a variety of duties in response to power outage emergencies; operates, monitors, adjusts, and maintains backup generators; responds to power outages by properly resetting, restarting, and

bringing systems essential to proper plant operations back on-line; maintains proper fuel levels in generators and storage tanks.

- Performs a variety of duties in response to wet weather emergencies; operates, monitors, and adjusts plant drainage system; places protections around plants, buildings and ponds; stages, operates, monitors, and lubricates emergency trash pumps.
- Receives inquiries from the public; answers questions and directs inquiries to appropriate personnel as necessary.
- Participates in a variety of training activities; studies equipment manuals for all facility equipment; receives training on new equipment and processes as well as initial and periodic refresher training on processes, procedures, systems, and equipment related to assignment; maintains familiarity with all standard operating procedures pertaining to equipment and plant processes; provides training to new operators-in-training on equipment and plant processes.
- Performs and participates in a variety of safety related duties and activities; follows all safety standard operating procedures when performing work; maintains awareness of and reports/corrects any trip hazards, spills, and unsafe equipment; properly handles, stores, and labels various chemicals.
- Maintains and inspects all personal protective equipment and restocks as necessary.
- Operates tractor, forklift or other vehicles/carts inside the plant grounds as required.
- Monitors and maintains leak detection system.
- Performs housekeeping duties, maintains clean lab, control room and warehouse area.
- Monitors SCADA system and start/stop water production as required to supply demand.
- Responsible for physical walk-throughs of water/wastewater plants and wells. Checks for problems and advises superiors.
- Responsible for the community water sampling within the City's service area.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Five (5) years of experience in a related field; or an equivalent combination of education, training, and experience. Requires minimum "B" Certification/License for Water Treatment Plant or Wastewater Treatment Plant Operator. Preference given for possessing a valid Commercial Driver's License Class B (CDL B). Must have a valid State of Florida driver's license with good driving record. The Director may relax any qualifications requirement based on operational necessity.

Knowledge, Skills and Abilities:

- Knowledge of the operations, services, activities, and terminology of water and wastewater treatment programs including processes and controls.
- Knowledge of the principles, practices, chemicals, and operating procedures related to the operation and maintenance of water and wastewater treatment plants.
- Knowledge of the materials, tools, equipment, and methods used in the general construction, operation, maintenance, and repair of water and wastewater treatment plant facilities, systems, and equipment.

- Knowledge of applicable operational and safety regulations pertaining to water and wastewater treatment plant operations and federal, state, and local laws, codes, and regulations.
- Skill in Microsoft Office products (Outlook and Word).
- Ability to operate, monitor and maintain a variety of water and wastewater treatment plant equipment, facilities, and systems.
- Ability to read and interpret gauges, meters, and other instrument readings and take effective actions.
- Ability to diagnose operational problems and perform effective maintenance on equipment.
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Ability to clearly communicate and understand information in English, both orally and in writing.
- Ability to correctly interpret and efficiently implement all applicable policies and procedures.
- Ability to work rotating shifts and weekends, as needed.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Tasks may involve some lifting, carrying, pushing and pulling of objects and materials of moderate to heavy weight (up to 50 pounds). Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Must be physically able to operate air brake truck, forklift and other equipment and tools, where needed.

WORKING CONDITIONS

Tasks are mostly performed inside the plant facility with regular visits to the outside environment with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, toxic/poisonous agents, gases or chemicals, oils and other fluids, or pathogenic substances.

Treatment Plant Operator Trainee



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Entry-level trainee position in the operation, maintenance and repair of City's water and wastewater treatment plant facilities and systems leading to certification by the State of Florida as a Certified Operator "C" level in water or wastewater treatment plant operations. Works under general supervision of Chief Plant Operator or Plant Superintendent or Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. This is a generic job description that covers operations in both water and wastewater facilities and is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Participates in training under the direction of appropriate senior operators.
- Conducts frequent and periodic inspections of plants to detect malfunctions and initiates corrective actions under supervision.
- Ensures maintenance of accurate and complete records on plant operation and laboratory data.
- Executes work and maintenance schedules, and ensures that building, grounds and equipment are maintained in proper condition.
- Performs routine laboratory tests; performs sampling according to established test schedules.
- Ensures safe use of all chemicals and mechanical treatment related supplies.
- Reads and records daily plant parameters and equipment.
- Adjusts equipment based on guidelines set by the Chief Treatment Plant Operator.
- Performs interior and exterior plant maintenance and housekeeping chores including, grounds maintenance tasks.
- Assists, when directed, performs intensive cleaning of membrane vessel and filters cans.
- Assists with monitoring flow, pressure, water level chemical feed pump, dosage and security system on a continuous basis for water or wastewater plants throughout the shift.
- Assists with the removal of rags and debris from the wastewater plant.
- Performs and participates in a variety of safety related duties and activities; follows all safety standard operating procedures when performing work; maintains awareness of and reports/corrects any trip hazards, spills, any unsafe equipment; handles, stores and labels various chemical.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Zero to One (0-1) year of experience in a related field; or an equivalent combination of education, training, and experience. Must complete the University of California, Sacramento Correspondence Course, Volumes I and II for Water or Wastewater Treatment or equivalent college level courses within the first year of employment. Must obtain a Class "C" Water or Wastewater Treatment Licenses with the State of Florida within three (3) years to maintain employment. Must have a valid State of Florida driver's license with good driving record. The Director may relax any qualifications requirement based on operational necessity.

Knowledge, Skills and Abilities:

- Knowledge of proper use and application of standard tools that apply to operations and
- Knowledge of basic chemistry as applies to treatment plant operations and functions.
- Ability to follow operational and safety regulations pertaining to plant operations.
- Ability to read, write and perform basic mathematical computations.
- Ability and aptitude to learn complicated laboratory procedures.
- Ability to clearly communicate and understand information in English, both orally and in writing.
- Ability to work, learn and progress in a career-development job classification program.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily limited to, climbing, crawling, stooping, kneeling and bending. Tasks may involve some lifting, carrying, pushing and pulling of objects and materials of moderate to heavy weight (up to 50 pounds). Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Must be physically able to operate equipment and tools, where needed.

WORKING CONDITIONS

Tasks are mostly performed inside the plant facility with regular visits to the outside environment with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, toxic/poisonous agents, gases or chemicals, oils and other fluids, or pathogenic substances.

Utilities Coordinator



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under the direction of the Utilities Director or designee, the position performs highly responsible managerial and technical work in planning and programming a wide range of activities in the Utilities Department. Responsible for providing professional support to the Utilities Director or designee and executive team.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Manages and participates in the preparation of bid documents and contracts for consulting, construction, supplies, and services; coordinates bid advertising strategies and distribution of plans and specifications; performs contract administration services on assigned contracts; inspects work for progress and for conformance to contractual and established standards.
- Manages and participates in other activities such as service contract compliance, agreements, emergency management planning and response, intergovernmental coordination, procurement, permits, fees, and studies; sets priorities and policies for assigned areas of responsibility.
- Coordinates and participates in the overall administrative operations of all assigned divisions; oversees and conducts research and analysis of complex and time-sensitive projects; recommends and implements successful strategies.
- Oversees a computerized maintenance management system (CMMS); administers, generates, monitors, and closes work orders; prepares reports on work order system metrics; coordinates GIS implementation into CMMS system software; recommends process improvements for the CMMS.
- Assists in the preparation of the annual operating and capital budgets; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; expenditures, recommend, within departmental policy, appropriate service and staffing levels.
- Assists in processing and coding invoices and assigning General Ledger account numbers for payables.
- Participates in the development of short- and long-range plans to meet Department needs; reviews analyzes and recommends changes to organizational policies, procedures, practices, services, finances, and other activities as appropriate.
- Prepares, writes, and monitors grant applications; participates in and coordinates grant administration and monitoring activities.
- Prepares and presents a variety of complex correspondence, memoranda, studies, financial analyses, and administrative staff reports, including agenda items.

- Investigates public complaints to determine proper action and responsibility required to correct the issue; Coordinates with Field Operations to schedule mitigation work as required.
- Attends and participates in professional trade and group meetings; stays abreast of new trends and innovations in the field of public administration; attends public meetings on behalf of the City, as required
- Responds to and resolve difficult and sensitive citizen inquiries and complaints.
- Coordinates work with related governmental agencies and jurisdictions, as required.
- Working with involved parties, researching, and assisting in drafting new policies and procedures.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs related duties as directed.

QUALIFICATIONS

Education and Experience:

Graduation from an accredited college or university with minimally an Associate's degree but preferably a bachelor's degree and a minimum of three (3) years of supervisory or managerial experience in any of the utilities, environmental services, public works, building or construction trades, or an equivalent combination of education, training, and experience. Must have a valid State of Florida driver's license with good driving record.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of Public Work administration and operations.
- Knowledge of the materials, tools, methods, practices, and equipment used as related to the department.
- Knowledge of occupational safety and rules.
- Knowledge of computer systems and software applications to proficiently operate a computer and pertinent software applications, including Word, Excel, Outlook, Power Point, etc.
- Ability to read and interpret blue prints, maps, documents and specifications.
- Ability to make accurate assessments and calculations in the preparation of program/project costs.
- Ability to research basic specifications for the preparation of formal bids or other required purchasing functions.
- Ability to plan, schedule and direct multiple programs/projects on an ongoing basis, often concurrently.
- Ability to plan, schedule and monitor the work of department employees and outside contractors to accomplish the goals of the City.
- Ability to communicate in writing effectively and clearly by means of electronic correspondence, memos, letters, or other means of written correspondence.
- Ability to establish and maintain effective and cooperative working relationships with the public, other employees, and City officials.
- Ability to correctly interpret and efficiently implement all applicable policies and procedures.
- Must be able to safely and legally operate a motor vehicle

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and walking.

WORKING CONDITIONS

Tasks are generally performed inside in the office setting with occasional visits to the treatment plants, storage tanks, lift stations and job sites_with-potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids or pathogenic substances.

Utilities Director/ City Engineer



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Responsible administrative and professional engineering work directing the operations of the City's engineering and public utilities functions. Employees in this classification are responsible for ensuring construction and operations of the City's municipal engineering and utilities operations conform to and comply with all established regulatory standards governing the fields. Requires application of professional engineering (PE) principles to all phases of construction. Work is performed under the administrative direction of the City Manager.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Plans, implements, and ensures conformance with departmental policies, state-mandated utilities regulatory standards and engineering requirements regarding municipal utilities operations.
- Directs the development and implementation of work plans and projects for both water and wastewater systems, as well as storm water.
- Directs the activities involved in the operation and maintenance of the water/wastewater treatment and distribution system, as well as storm water.
- Oversees the implementation and compliance of all laboratory analysis quality control/quality assurance systems.
- Ensures the effective coordination of department projects and work activities with other City programs and projects.
- Evaluates work activities through review of work plans, reports, conferences, and inspections; adjusts project schedules, work orders and priorities accordingly.
- Meets with contractors and developers for purposes of plans review and conformance with established contractual project requirements.
- Directs the City's professional engineering and inspection requirements.
- Serves as advisor to the City Manager concerning all aspects of the engineering and water/wastewater utilities system.
- Acts as technical advisor and works in close cooperation with other department directors.
- Directs the overall management of the department including budget, finance, and personnel.
- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Reviews and answers citizen inquiries.

- Manages public engagement and coordination with external and regulatory agencies.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Engineering. Professional Engineer (PE) through the State of Florida. Seven (7) years responsible supervisory and managerial experience in public utilities, water/wastewater treatment collection, distribution, construction and maintenance demonstrating ability to perform job duties, or an equivalent combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of water and wastewater operations and the engineering principles associated with construction and operation of regulatory compliant systems.
- Knowledge of budget development and administration principles, and cost effective principles for allocation of resources, e.g., human, capital, fiscal.
- Knowledge of Civil Engineering principles, practices, techniques, and methods.
- Knowledge of equipment, tools, materials and supplies necessary to implement and maintain a comprehensive utilities function at the municipal level.
- Ability to direct and administer comprehensive water and wastewater operation.
- Ability to direct operations of many employees through subordinate supervisory staff.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

Utilities Mechanic I



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Skilled technical and mechanical work in operations, preventive maintenance, repair and installation of parts, components, systems and equipment associated with all utilities infrastructure including, but not limited to, stormwater systems, water and wastewater treatment plants and facilities. Work is performed under general supervision of assigned supervisor or Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

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

- Adheres to established schedules for preventive maintenance on water/wastewater systems.
- Installs and changes out water meters. Installs, relocates and repairs fire hydrants.
- Installs, repairs, locates and exercises valves, blowouts, etc. Installs water service, taps, meter sets and replaces meter boxes.
- Repairs water, wastewater and stormwater service leaks and main breaks.
- Checks low water pressure in the utilities system.
- Provides water main and service locations.
- Tests and may repair backflow devices.
- Performs SCADA troubleshooting and repairs. Performs routine preventative maintenance on pumps and lift stations, which may include checking temperature, greasing, checking oil levels, cleaning and painting.
- Assists in checking wells and pumps; assists in removing, repairing or replacing defective pumps and motors.
- Maintains records associated with completed work orders.
- Updates records for all work performed on Slate Page program at the lift stations.
- Maintains lift station properties with lawn maintenance equipment.
- Cleans sewage spills and applies chemicals as required per federal, state and local laws.
- Follows daily schedules for routine maintenance tasks and completes work in an efficient and timely manner.
- Operates light and heavy-duty trucks, cleaning and heavy lifting equipment, boom trucks, utility tv truck, sewer jetter, vactor trucks, backhoe, frontend loader, portable welding machine, portable pumping equipment, power generation equipment, lawn maintenance equipment and various tools as required.

- Maintains and is responsible for assigned truck, and equipment and ensures tools are always kept in proper working order. Independently performs maintenance and repair work of a routine nature.
- Maintains parts and supplies on assigned truck to ensure all parts needed for any given assignment are available and restocked as used.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Minimum one (1) to two (2) years of experience in water, wastewater and stormwater fields; or an equivalent combination of education, training, and experience. Must possess a State of Florida Class III Water Distribution Operator's license, or obtain within 18 months of appointment. Wastewater collection certification from FWPCOA or equivalent is highly desirable. Must have a valid Florida Class "B" CDL or obtain one within 18 months. Must have a valid State of Florida driver's license with good driving record.

Knowledge, Skills and Abilities:

- Knowledge of the materials, methods, practices and equipment used in the water and wastewater field.
- Knowledge of troubleshooting and diagnostic techniques associated with utilities equipment.
- Skill in reading and interpreting construction drawings, equipment specifications & instructions.
- Ability to work with sketches, maps, blueprints and schematics.
- Ability to work during off hours when called for emergencies.
- Ability to be on-call and available on a rotating schedule.
- Ability to establish effective working relationships with other employees and the general public.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of moderate to heavy weight 50 pounds or more.

WORKING CONDITIONS

Tasks are mostly performed in the outside environment with regular visits to the treatment plants, storage tanks, lift stations and job sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, or pathogenic substances.

Utilities Mechanic II



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Highly skilled technical and mechanical work in operations, preventive maintenance, repair and installation of parts, components, systems and equipment associated with all utilities infrastructure including, but not limited to, stormwater systems, water and wastewater treatment plants and facilities. Work is performed under general supervision of assigned supervisor or Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

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

- Adheres to established schedules for preventive maintenance on water, wastewater and stormwater systems.
- Installs and changes out water meters. Installs, relocates and repairs fire hydrants.
- Installs, repairs, locates and exercises valves, blowouts, etc. Installs water service, taps, meter sets and replaces meter boxes.
- Repairs water, wastewater and stormwater service leaks and main breaks.
- Checks low water pressure in the utilities system.
- Provides water main and service locations.
- Tests and repairs backflow devices.
- Performs SCADA troubleshooting and repairs.
- Performs skilled diagnostics and maintenance on appurtenances such as pumps, motors, generators, lift stations, etc.
- Assists in checking wells and pumps; assists in removing, repairing or replacing defective pumps and motors.
- Maintains records associated with completed work orders.
- Updates records for all work performed on Slate Page program at the lift stations.
- Cleans sewage spills and applies chemicals as required per federal, state and local laws.
- Follows daily schedules for routine maintenance tasks and completes work in an efficient and timely manner.
- Operates light and heavy-duty trucks, cleaning and heavy lifting equipment, boom trucks, utility tv truck, sewer jetter, vactor trucks, backhoe, frontend loader, portable welding machine, portable pumping equipment, power generation equipment, lawn maintenance equipment and various tools as required.

- Maintains and is responsible for assigned truck, and equipment and ensures tools are always kept in proper working order. Independently performs maintenance and repair work of a routine nature.
- Maintains parts and supplies on assigned truck to ensure all parts needed for any given assignment are available and restocked as used.
- Makes minor repairs of automotive and other maintenance equipment.
- Assists supervisor with complex repairs and maintenance or construction projects.
- Assists with customer complaints.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Minimum three (3) to five (5) years of experience in water, wastewater and stormwater fields; or an equivalent combination of education, training, and experience. Must possess a State of Florida Class III Water Distribution Operator's license. Wastewater collection certification from FWPCOA or equivalent is highly desirable. Must have a valid Florida Class "B" CDL or obtain one within 18 months. Must have a valid State of Florida driver's license with good driving record.

Knowledge, Skills and Abilities:

- Knowledge of the materials, methods, practices and equipment used in the water and wastewater field.
- Knowledge of troubleshooting and diagnostic techniques associated with utilities equipment.
- Skill in reading and interpreting construction drawings, equipment specifications & instructions.
- Ability to work with sketches, maps, blueprints and schematics.
- Ability to work during off hours when called for emergencies.
- Ability to be on-call and available on a rotating schedule.
- Ability to establish effective working relationships with other employees and the general public.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of moderate to heavy weight 50 pounds or more.

WORKING CONDITIONS

Tasks are mostly performed in the outside environment with regular visits to the treatment plants, storage tanks, lift stations and job sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, or pathogenic substances.

Utilities Mechanic Trainee



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Entry level trainee position responsible for inspections, cleaning, and maintenance of lift stations and their accessory equipment, including pulling and replacing pumps, motors, repairing and replacing piping, valves, fittings, etc. Semi-skilled work in preventive maintenance, repair and installation of parts, components and equipment associated with water, wastewater and stormwater infrastructure. Work is performed under general supervision of Supervisor or Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Adheres to established schedules for preventive maintenance on water, wastewater and stormwater systems.
- Installs and changes out water meters. Installs, relocates, and repairs fire hydrants.
- Installs, repairs, locates, and exercises valves. Install water service, taps, meter sets.
- Repairs water and wastewater service leaks and main breaks.
- Replaces meter boxes.
- Checks water pressure.
- Assist in providing line locates, if needed.
- Assists in performing preventative maintenance on pumps and lift stations, which may include greasing, checking oil levels, cleaning, and painting.
- Assists in checking wells and pumps; assists in removing, repairing or replacing defective pumps and motors.
- Operates light and heavy-duty trucks, boom trucks, heavy lifting equipment, vector trucks, backhoe, front-end loader, portable welding machine, portable pumping equipment, power generation equipment and various tools as and if required.
- Cleans sewage spills and applies chemicals as required per federal, state and local laws.
- Follows daily schedules for routine maintenance tasks and completes work / work orders in an efficient and timely manner.
- Maintains and is responsible for any assigned truck and equipment and ensures tools are always kept in proper working order.
- Required to workdays, evenings, nights, weekends and weather events as scheduled or needed.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.

- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D. equivalency supplemented preferably by a vocational/ technical certification. Or an equivalent combination of education, training, and experience.

Preferably one (1) year or more of experience in maintenance of utilities infrastructure. Must have a valid State of Florida driver's license with good driving record.

Knowledge, Skills and Abilities:

- Basic knowledge of materials, methods, practices, and equipment used in the water, wastewater and stormwater fields.
- Ability to work with sketches, maps, blueprints, and schematics.
- Ability to work during off hours when called for emergencies.
- Ability to be on-call and available on a rotating schedule.
- Ability to establish effective working relationships with other employees and the public.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of moderate to heavy weight 50 pounds or more.

WORKING CONDITIONS

Tasks are mostly performed in the outside environment with regular visits to the treatment plants, storage tanks, lift stations and job sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, or pathogenic substances.

Utilities Supervisor



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Highly responsible supervisory work in directing the operations, maintenance, repair and construction of municipal water, wastewater, stormwater, treatment plants, facilities, appurtenances and equipment. Work is generally performed independently and under the general direction of Operations Superintendent or Utilities Director's designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. This is a generic job description that covers various operations in the Utilities Department and is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position to be performed either individually or through subordinate employees or contractors.

- Supervises crews/resources engaged in maintenance, repair, operation or improvement of the water distribution system including pipes, manholes, force mains, appurtenances, and related equipment.
- Supervises crews/resources engaged in maintenance, repair, operation, or improvement of the sewer collection system including gravity sewers, manholes, force mains, appurtenances, and related equipment.
- Supervises crews/resources engaged in maintenance, repair, or improvement of the stormwater management system including pipes, manholes, inlets, outfalls, swales, waterways, appurtenances, and related equipment.
- Supervises crews/resources engaged in maintenance, repair, or improvement of the sewer transmission/force main system including pump stations and lift stations.
- Supervises crews/resources engaged in maintenance, repair, or improvement of treatment plant facilities including pumps, motors, appurtenances, machinery, and electrical equipment.
- Supervises contractors within the areas of responsibility. Performs inspections, where required.
- Ensures proper functioning of City's Utilities infrastructure.
- Lays out work, maintenance, and repair schedules, and assigns employees to specific duties.
- Establishes schedules for preventative maintenance programs in conformance with regulatory requirements.
- Ensures work conforms to standard methods and regulatory requirements, including safety and efficiency.
- Keeps records of labor, equipment and materials used in the work and requisitions necessary equipment and materials. Manages work orders.
- Collects information on procurement items and coordinates purchases.
- Participates in applicant reviews and interviews.

- Conducts and supervises annual performance reviews and recommends disciplinary actions in compliance with City's policies and labor union contract.
- Trains and instructs staff.
- Assists in preparation of budget and keeps track of expenses.
- Responds to various types of communications.
- Punctuality and regular attendance are essential functions of this position.
- Must be available to work during emergencies for extended periods, if required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Graduation from High School or possession of an acceptable equivalency diploma. Must possess, at a minimum, a State of Florida Class III Water Distribution Operator's license. Wastewater collection certification from FWPCOA or equivalent is highly desirable. May be required to obtain a higher license/certification, depending on assigned duties/responsibilities. Five (5) to Seven (7) years of experience in respective area of responsibilities in water, wastewater, stormwater or plant maintenance; two (2) years of which shall be in a lead worker or supervisory capacity; or an equivalent combination of education, training and experience. Must have a valid State of Florida driver's license with good driving record. The Director may relax the license/certification requirement for no more than 12 months from the date of hire based on operational necessity.

Knowledge, Skills and Abilities:

- Knowledge of methods, techniques, and regulations related to the duties and responsibilities assigned to the specific position within this classification.
- Basic knowledge of budget, procurement and personnel manual/policies.
- Ability to plan, organize, and direct the work of subordinates.
- Ability to read and interpret data from a variety of formats such as blueprints or drawings.
- Ability to prepare comprehensive, accurate work reports and maintain accurate records.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate to heavy physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and pulling of objects and materials of light to moderate to heavy weight 50 pounds or more.

WORKING CONDITIONS

Tasks are mostly performed in the outside environment with regular visits to the treatment plants, storage tanks, lift stations and job sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, or pathogenic substances.

Youth Program Instructor



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Provides leadership and coordination of programs and activities designed for children participating in the City's Parks and Recreation Department programs. Responsible for developing program activities and ensuring adherence to departmental policies and procedures. Position supervises the activities, safety and security of registered participants. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

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

- Responsible for program operation of assigned program
- Lead recreational and age-appropriate activities with youth including assistance with school work
- Manage minor disciplinary issues
- Assist with supervision of assigned student volunteers
- Greets patrons and responds to general inquiries applicable to assigned program and the Parks and Recreation Department
- Instructs or assists with implementing activities and supervising of children
- Administers basic first aid in the event of injury
- Processes program registrations or applicable paperwork relative to the Departments needs
- Performs light upkeep of facility from program use
- Responds to routine questions, complaints, or requests for service
- Communicates with supervisor relative to program needs
- Reports safety concerns and hazards to supervisor
- Assists with Department Special Events
- Ensures and enforces facility policies, regulations and safety rules of the Parks and Recreation Department
- Work a varied schedule to include, nights, weekends and holidays
- Maintains accurate records of program participants
- Performs other duties as directed

QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D; supplemented preferably by zero - two (0 -2) or more years' experience in working with children; an equivalent combination of education, certification, training or experience may be considered.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills and Abilities:

- Knowledge of report and recording keeping principles and methods
- Skill in providing excellent customer service
- Ability to manage groups of participants
- Ability to follow instructions
- Ability to work indoors and outdoors for extended periods of time, especially during Special Events
- Ability to complete light custodial duties
- Ability to react efficiently and effectively in emergency situations
- Ability to follow instructions and learn program operations and incident response protocols
- Ability to work with limited supervision
- Ability to work designated work schedule, including evenings, weekends and holidays
- Ability to work independently and cooperatively

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing or pulling of objects and materials of light to moderate weight (5 - 30 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils and other cutting substances.