

UNIFIED PERSONNEL SYSTEM

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Peggy Rowe
 Director

TO: The Honorable Chair and Members
 Of the Unified Personnel Board

FROM: Peggy Rowe, Director of Human Resources *[Signature]*

SUBJECT: Addition, Revisions, Title Changes, Re-Instatements, and Deletions of Class Specifications

DATE: July 2, 2012

As part of the Human Resources Department's ongoing project to revise the class specifications within the Pay & Classification Plan, it is recommended that the following class specifications be revised to reflect current duties and responsibilities. These changes are housekeeping in nature.

ADDITION

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
15832	Risk Management Specialist, Lead	CL17

REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
20564	Cartographic Cadastralist 2	CL9
20566	Cartographic Cadastralist 3	CL13
15830	Risk Management Specialist	CL16

TITLE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
14740	Senior Lifeguard	Lifeguard, Senior	CL7
13534	Senior Tree Trimmer	Tree Trimmer, Senior	CL9
20570	Senior Cartographic Cadastralist	Cartographic Cadastralist, Senior	CL15
17204	Senior Water Quality Management Spec	Water Quality Management Specialist, Senior	CL18
17194	Senior Operations Specialist	Operations Specialist, Senior	CL19

RE-INSTATEMENTS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
20564	Cartographic Cadastralist 1	CL6
120002	Building Permit Technician 1	CL8

DELETIONS

SPEC NO.

TITLE

PG

20660

Exemptions Specialist

CL8

13078

Lease Specialist

CL14

13086

Senior Lease Specialist

CL16

RISK MANAGEMENT SPECIALIST, LEAD

Job Code	Pay Grade
15832	CL17

Nature of Work

This is highly responsible technical and professional work with responsibility for leading and coordinating the day-to-day operations of safety and occupational health programs. The position performs one or more segments of Pinellas County Government safety and occupational health related activities and programs. The principal functions of the position are to establish and enforce requirements and policies to ensure minimization and elimination of human injury, property, and productivity losses caused by harmful contact incidents through the design and implementation of effective policies, programs, and practices. The position observes and assesses both professional and highly technical activities associated with fire protection and prevention requirements, employee safety training, hazardous material safety, safe chemical storage/use, and occupational health (first aid, pulmonary and respirator) testing. The position performs or oversees investigations and organization efforts to analyze experience and to recommend changes in work policies and practices to ensure safety.

Minimum Qualification Requirements

- 6 years experience in comprehensive occupational safety and health programs; or
- Bachelor's degree with major course work in occupational safety/health, risk management, public administration, business administration, or related field plus 2 years experience in comprehensive occupational safety and health programs; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Represents the Safety Division and participates in standing meetings with Risk Management Director, Administrative Supervisor and Claims Manager.
- Organizes projects within the Safety Division, collaborating with fellow Risk Management Specialists for project assignments. Responsible for assigned project completion in a timely manner.
- Lead contact for EOC operation.
- Responsible for communicating new or changing programs and/or protocols to other departments and/or appointing authorities.
- Performs day-to-day assessments and evaluations of employee performance as required.
- Provides input to and attends formal performance evaluations.
- Assesses the learning needs and makes training recommendations for Risk Management Specialists.
- Participates in safety and loss control programs including the development and presentation of occupational safety and health training programs.
- Coordinates and participates in Accident and Safety Review Board and Safety Council meetings and promotes, develops and implements Action Teams.
- Conducts safety inspections at all work sites to ensure compliance with OSHA, state and county directives, standards and laws; inspects facilities for hazardous conditions.
- Recommends changes and additions to ensure compliance with fire protection and prevention requirements.
- Communicates to others about the recognized standards covering workplace safety, fire prevention techniques and procedures, fire prevention ordinances, and fire related building codes.
- Implements corrective action by use of tact and firmness in dealing with all levels of management in gaining acceptance of good occupational safety, health, and fire prevention practices.

RISK MANAGEMENT SPECIALIST, LEAD (continued)

Job Code	Pay Grade
15832	CL17

Illustrative Tasks (continued)

- Conducts an information program and secures client involvement in fire prevention, detection, and suppression.
- Interacts with a wide variety of employees and others in all aspects of fire prevention.
- Coordinates established fire watch programs with designated building, facility, or installation program representatives, and fire marshals.
- Participates with occupational safety and health committees along with fire prevention officials on matters to ensure a safe and healthy workplace.
- Develops materials and provides situational and classroom training on numerous occupational, safety and health topics.
- Attends conferences, workshops and meetings to ascertain new developments or changes in law pertaining to assignments.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of appropriate safety laws, codes, standards and regulations such as OSHA and ANSI.
- Knowledge of appropriate federal laws, codes, standards and regulations such as FMLA, FLSA and HIPAA.
- Knowledge of standard office software applications such as word processing, spreadsheets, email, internet access and risk management software applications.
- Ability to interact within and outside the Risk Management Department in a professional manner, exhibiting leadership qualities.
- Ability to be cognizant of, and work within, budget constraints.
- Ability to organize and complete projects, including delegating work fairly where appropriate.
- Ability to develop a team environment through communication and timely feedback.
- Ability to provide constructive feedback, focusing on the behavior and/or issue, not the individual.
- Ability to use diplomacy; communicate with tact, patience and courtesy with peers and others.
- Ability to encourage, motivate, inspire and be a positive influence.
- Ability to lead by example.
- Ability to manage the drafting of policies and procedures for Safety Division.
- Ability to establish and maintain effective working relationships.
- Ability to resolve stressful and difficult situations.
- Ability to conduct effective negotiations with all levels of employees, individuals, professionals, the public and organizations with tact and diplomacy.
- Ability to conduct in-depth investigations of accident and loss circumstances and responsibilities and to write special studies and reports.
- Ability to maintain and analyze statistical and factual reports, exercise sound judgment, and determine appropriate action.
- Ability to express ideas clearly and concisely, verbally and in writing.
- Ability to analyze facts and to exercise sound judgment in arriving at conclusions.
- Ability to develop, prepare and conduct training classes on a wide variety of occupational safety and health as well as fire safety, CPR and other training on a wide variety of safety and risk management subjects.

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Created	EEOC Code	Overtime Code
7/12	Professionals	

CARTOGRAPHIC CADASTRALIST 2

Job Code	Pay Grade
20566	CL9

Nature of Work

This is technical work supporting the operations that are required in the production and maintenance of maps and collection/maintenance of property data by an automated interactive graphics and database system.

An employee in this class performs specialized work requiring technical skills in the entering, editing, and correcting of map attribute data required with an automated interactive graphics or Geographic Information System (GIS) and peripheral equipment as necessary. Responsibilities may include abstracting property ownership and descriptions for correct chain of title involving review and interpretation of legal documents such as deeds, contracts, probates, and associated information. Employees have direct access to the system and support a wide variety of applications with more independence than is exercised at the Cartographic Cadastralist 1 level. Work involves the application and interpretation of varied and involved procedures and techniques and frequent use of independent judgment in accordance with established policies, rules and laws. The position reports to a manager, supervisor or designee.

Minimum Qualification Requirements

- 3 years of experience in cadastral mapping, urban planning, engineering, drafting, and construction design related to the production and maintenance of maps and collection/maintenance of property data by an automated interactive graphics and database system that includes 1 year experience in ArcGIS and multiple post high school courses in drafting, graphic design, or surveying; or
- Associate's degree in cadastral mapping, urban planning, engineering, drafting, construction design, computer science, or related field and 2 years of experience as described above that includes 1 year experience in ArcGIS; or
- Bachelor's degree in surveying, engineering, cartography, computer science, or related field supplemented by intern or experience in ArcGIS; or
- An equivalent combination of training, education, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position (such as Cartographic Cadastralist 3) within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Conducts abstract searches and prepares proper legal descriptions of parcels using information technology.
- Performs splits, combinations, additions, and deletions of parcels and effects changes to property ownership maps using an in-house automated information system.
- Enters geographic data into computer by use of ArcGIS and ArcEDITOR.
- Plots digitized and edited map files to check plot.
- Searches records and source material from title companies, court records, county engineer's office or other offices where similar materials or records are on file.
- Recommends adjustments to property records to director.
- Performs computer file maintenance of mapping directories.
- May lead subordinate clerical and technical staff as part of projects.
- Confers with citizens as required.
- Performs related work as assigned or required.

CARTOGRAPHIC CADASTRALIST 2 (continued)

Job Code	Pay Grade
20566	CL9

Knowledge, Skills, and Abilities

- Knowledge of ArcGIS and ArcEDITOR.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of computer processing and information technology.
- Knowledge of legal descriptions, surveys, plats and terminology, title ownership, assessment and appraisal terminology, aerial photo interpretation and right of way plans.
- Knowledge of research techniques, methods and procedures; including information technology and methods, including the data processing inquiry and retrieval system within the Property Appraiser's Office.
- Knowledge of all types of deeds, instruments, and methods of granting and transferring title of property.
- Knowledge of the Windows and VMS operating systems, CMEDIT, the geographical base map, GIS concepts and functionality.
- Skill in hand-eye coordination.
- Ability to pay close attention to detail.
- Ability to express oneself clearly and concisely both orally and in writing.
- Ability to use technical mathematics (geometry and trigonometry).
- Ability to understand cadastral mapping, including the ability to read and interpret maps, plats, aerial photographs, and other tools of assessment work.
- Ability to learn the laws and regulations affecting appraisal and theory of value as applied to property.
- Ability to present data in graphic and cartographic form applying the basic principles and techniques of cartographic draftings, as required.
- Ability to establish and maintain effective working relationships with the public and other employees.

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Revised	EEOC Code	Overtime Code
7/12	Technicians	Classified

CARTOGRAPHIC CADASTRALIST 3

Job Code	Pay Grade
20568	CL13

Nature of Work

This is highly advanced and detailed technical work supporting the operations in the production and maintenance of maps and collection/maintenance of data essential to property inventory by use of an automated interactive graphics and database system. An employee in this class performs specialized technical work in the entering, editing, and correcting of data required in an automated interactive graphics or Geographic Information System (GIS). Responsibilities include abstracting property ownership and descriptions to assure the generation of an accurate and current Property Value Roll. At this level, employees are responsible for providing technical support in all the tasks necessary for the proper operation of the automated mapping and database system and for complying with all policies, procedures, laws, and rules of the Property Appraiser's Office and the Department of Revenue. Employees in this class must have the ability to work independently if required, and may act as a technical lead worker in a geographic area or on specific projects, exercising a high degree of initiative and judgment. The employee reports to a manager, supervisor or designee.

Minimum Qualification Requirements

- 5 years experience in cadastral mapping, urban planning, engineering, drafting, construction design related to the production and maintenance of maps and collection/maintenance of property data by an automated interactive graphics and database system that includes 1 year lead worker experience with data processing/computer graphic/ArcGIS; or
- Associate's degree, technical or vocational school diploma or certificate and 2 years experience as described above that includes 1 year lead worker experience with data processing/computer graphic/ArcGIS; or
- Bachelor's degree in surveying, engineering, cartography, computer science, or related field with major coursework in cadastral mapping, urban planning civil engineering, graphic arts and 1 year lead worker experience with data processing/computer graphics/ArcGIS; or
- An equivalent combination of training, education, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession of the Certified Cadastralist of Florida (CCF) designation from the Department of Revenue (DOR), or completion of course requirements and awaiting the CCF designation from DOR, or an equivalent certification.
- Familiarity with information technology and ArcGIS.
- Supervisor training or team leader experience.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position (such as Cartographic Cadastralist, Senior) within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Conducts abstract title searches and prepares proper legal descriptions and coding of parcels using electronic data inquiry and retrieval systems.
- Performs all phases of automated mapping, splits, combinations, additions and deletions of parcels, and redrafting and changes on property ownership maps.
- Performs all the phases of research required to maintain an accurate Property Value Roll.

CARTOGRAPHIC CADASTRALIST 3 (continued)

Job Code	Pay Grade
20568	CL13

Illustrative Tasks (continued)

- Enters geographic data into computer by use of ArcGIS and ArcEDITOR.
- Conducts searches and examination of deeds for resolutions and Circuit Civil Court cases for proration of taxes to determine the amount of money to be placed in escrow for the courts.
- As gate keeper to mapping data base, performs computer file maintenance of all mapping directories.
- May lead subordinate clerical and technical staff as part of assignments.
- Confers with taxpayers either in person or by phone.
- Performs tasks associated with redrafting complete sections. This includes the searching of source materials of all records back to and including Public Land Survey System (PLSS) for map compilation.
- Recommends adjustments to supervisor as a result of title search or other redraft work.
- Edits work of subordinate clerical and technical staff, as required and may act as lead worker on assigned areas or projects.
- Works closely with other departments or county agencies.
- Performs tasks involving special maps, entry and correction of geographical database.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of ArcGIS, ArcEDITOR and ArcPLTS.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of computer processing and information technology.
- Knowledge of cadastral map compilation, including the ability to read and interpret maps, legal descriptions, plats, surveys, aerial photographs, right of way plans and other tools of assessment work.
- Knowledge of research techniques, methods and procedures including information technology and methods including the data processing inquiry and retrieval system within the Property Appraiser's Office.
- Knowledge of all types of deeds, instruments, and methods of granting and transferring title of property.
- Knowledge of statutes, laws and regulations affecting appraisal and the theory of value as applied to property.
- Knowledge of the Windows and VMS operating system, CMEDIT, the geographical base map, GIS concepts and functionality.
- Skill in hand-eye coordination.
- Ability to pay close attention to detail.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to use technical mathematics (geometry and trigonometry).
- Ability to present data in graphic and cartographic form applying the basic principles and techniques of computerized cartographic drafting, as required.
- Ability to establish and maintain effective working relationships with the public and other employees.
- Ability to analyze and troubleshoot related work problems and routine mapping software, plotter and digitizer problems, as needed.
- Ability to acquire additional knowledge of, and apply the basic principles and techniques of cartographic drafting.
- Ability to accept increasing responsibility and to initiate and implement decisions.

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Revised	EEOC Code	Overtime Code
7/12	Technicians	Classified

RISK MANAGEMENT SPECIALIST

Job Code	Pay Grade
15830	CL16

Nature of Work

This is highly responsible technical and professional work with administrative responsibility of safety and occupational health programs. The position performs one or more segments of Pinellas County Government safety and occupational health related activities and programs. The principal functions of the position are to establish and enforce requirements and policies to ensure minimization and elimination of human injury, property, and productivity losses caused by harmful contact incidents through the design and implementation of effective policies, programs, and practices. Incumbents in this classification observe and make assessments of professional and highly technical activities associated with fire protection and prevention requirements, employee safety training, hazardous material safety, safe chemical storage/use, and occupational health (first aid, pulmonary and respirator) testing. The position performs or oversees investigations and organization efforts to analyze experience and to recommend changes in work policies and practices to ensure safety.

Minimum Qualification Requirements

- 6 years experience in comprehensive occupational safety and health programs; or
- Bachelor's degree with major course work in occupational safety/health, risk management, public administration, business administration, or related field plus 2 years experience in comprehensive occupational safety and health programs or related field; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Participates in safety and loss control programs including the development and presentation of occupational safety and health training programs.
- Coordinates and participates in Accident and Safety Review Board and Safety Council meetings and promotes, develops and implements Action Teams.
- Conducts safety inspections at all work sites to ensure compliance with OSHA, state and county directives, standards and laws; inspects facilities for hazardous conditions.
- Recommends changes and additions to ensure compliance with fire protection and prevention requirements.
- Communicates to others about the recognized standards covering workplace safety, fire prevention techniques and procedures; fire prevention ordinances and fire related building codes.
- Implements corrective action by use of tact and firmness in dealing with all levels of management in gaining acceptance of good occupational safety, health, and fire prevention practices.
- Conducts an information program and secures client involvement in fire prevention, detection, and suppression.
- Interacts with a wide variety of employees and others in all aspects of fire prevention.
- Coordinates established fire watch programs with designated building, facility, or installation program representatives, and fire marshals.
- Participates with occupational safety and health committees along with fire prevention officials on matters to ensure a safe and healthy workplace.
- Develops materials, and provides situational and classroom training on numerous occupational, safety and health topics.

RISK MANAGEMENT SPECIALIST (continued)

Job Code	Pay Grade
15830	CL16

Illustrative Tasks (continued)

- Attends conferences, workshops and meetings to ascertain new developments or changes in law pertaining to assignments.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of appropriate safety laws, codes, standards and regulations such as OSHA and ANSI.
- Knowledge of appropriate federal laws, codes, standards and regulations such as FMLA, FLSA and HIPAA.
- Knowledge of standard office software applications such as word processing, spreadsheets, email, internet access and risk management software applications.
- Ability to establish and maintain effective working relationships.
- Ability to resolve stressful and difficult situations.
- Ability to conduct effective negotiations with all levels of employees, individuals, professionals, the public, and organizations with tact and diplomacy.
- Ability to conduct in-depth investigations of accident and loss circumstances and responsibilities and to write special studies and reports.
- Ability to maintain and analyze statistical and factual reports, exercise sound judgment, and determine appropriate action.
- Ability to express ideas clearly and concisely, verbally and in writing.
- Ability to analyze facts and to exercise sound judgment in arriving at conclusions.
- Ability to develop, prepare and conduct training classes on a wide variety of occupational safety and health as well as fire safety, CPR and other training on a wide variety of safety and risk management subjects.

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Revised	EEOC Code	Overtime Code
7/12	Professionals	Classified

LIFEGUARD, SENIOR

Job Code	Pay Grade
14740	CL7

Nature of Work

This is skilled supervisory public safety work preventing injury or death in county open water swimming areas. Employees in this class safeguard patrons at county open water swimming areas to prevent injury or loss of life by drowning and administer first-aid or Cardiac Pulmonary Resuscitation (CPR) as required. Duties include routinely working on weekends and holidays.

Minimum Qualification Requirements

- 1 year of lifeguard experience; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- American Red Cross Advanced Lifeguard Training Certificate or its equivalent.
- Returning or substantially qualified lifeguards may be paid up to 5% above minimum without approval from the Human Resources Director.
- C.P.R. certificate for the Professional Rescuer or Cardiac Pulmonary Resuscitation (CPR) training certificate.
- American Red Cross Community First Aid and Safety Certificate or equivalent.
- A.E.D. training certificate.
- Oxygen training certificate.
- Pass the surf swimming skills test administered by the hiring authority.
- First Responder within one month of hire date.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises the work of lifeguards at an assigned county open water swimming area and maintains order and discipline among beach area patrons.
- Rescues bathers in distress, applies resuscitation and administers first-aid when necessary.
- Operates a rescue boat to patrol swimming areas and aid in the rescue of persons in distress.
- Inspects assigned areas to ensure proper warning signs and safety devices are properly posted or in place.
- Assists in maintaining general appearance and cleanliness of beach areas and facilities.
- Supervises and instructs summer classes on water safety, rescue techniques, and competitive drills.
- Plans, assigns, and reviews the work of subordinate personnel.
- Assists in preparing records, employee evaluations, correspondence and regular reports on park activities.
- Receives and transmits information on hand held and base station radios.
- Maintains an awareness of life threatening situations.
- Performs equipment maintenance and repair,
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of approved water rescue methods and specific first-aid techniques.
- Skill in surf swimming, lifesaving, CPR, AED, Oxygen, and first-aid.
- Skill in operating small watercraft and the ability to supervise the work of others.
- Ability to prevent dangerous situations from arising, recognize emergencies and take effective action.
- Ability to rapidly learn rules and regulations relating to park and beach activities and to exercise tact, firmness and good judgment in enforcing them.
- Ability to review and maintain records and prepare clear and concise written reports.

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Revised	EEOC Code	Overtime Code
3/07	Protective Services	Classified

TREE TRIMMER, SENIOR

Job Code	Pay Grade
13534	CL9

Nature of Work

This is heavy manual work with designated supervisory responsibility in pruning, cutting and removing trees, limbs, branches and stumps. Employees in this class perform a variety of semi-skilled tasks cutting and trimming trees, limbs and branches and removing diseased, rotten, fallen or other hazardous trees within county parks/preserves, rights-of-way and other grounds. Duties involve the hazards of climbing truck mounted or other ladders and utilizing bucket trucks in trimming at considerable heights and near utility power lines.

Minimum Qualifications

- 2 years experience in tree trimming or directly related experience; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Leads other employees involved in tree removal or trimming around power lines, on private property, in rights-of-way or in parks/preserves.
- Acts in lieu of supervisor when required and provides training and guidance to other tree trimmers or maintenance workers.
- Climbs trees by truck mounted hydraulic lifts or extension ladders and uses powered chain saws, shears, or other cutting implements to remove branches that are broken, dead or present a hazard.
- Trims trees obstructing the visibility of traffic signs and lights and clears brush from drainage ditches and rights-of-way.
- Operates boom and bucket trucks, tractors, mechanical chippers and stumpers.
- Performs routine servicing and preventative maintenance work on power tools, machinery and equipment, cleans saws, rebuilds and adjusts carburetors and sharpens or replaces cutting chains and blades.
- Performs general maintenance and landscaping work as required or necessary.
- Performs other related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of standard methods, materials, tools and equipment used in trimming, cutting and removal of trees.
- Knowledge of occupational hazards and safety precautions of tree trimming.
- Skill in the use of pole shears, power saws and other standard tools and equipment used in tree trimming.
- Ability and strength to climb trees and work at considerable heights and to perform heavy manual labor for extended periods, occasionally in adverse weather conditions.
- Ability to effectively lead, assign, train and review the work of employees.

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Revised	EEOC Code	Overtime Code
4/08	Skilled Craftsman	Classified

CARTOGRAPHIC CADASTRALIST, SENIOR

Job Code	Pay Grade
20570	CL15

Nature of Work

This is analytical, technical and supervisory work planning and coordinating the operations in the production and maintenance of maps by an automated interactive graphics system. An employee in this class performs specialized work requiring advanced technical skills in entering, editing, and correction of data required with an automated interactive graphics or Geographic Information System (GIS). At this level, employees have direct access to the system and support a wide variety of applications. Employees are also responsible for assisting in all the technical tasks associated with the automated interactive graphics program and for the proper performance of subordinates in conducting a variety of technical tasks necessary for the operation of the system. The position reports to a manager, supervisor or designee.

Minimum Qualification Requirements

- Possession of the Certified Cadastralist of Florida (CCF) and Certified Florida Evaluator (CFE) designations from the Department of Revenue (DOR), or completion of course requirements and awaiting the CCF and/or CFE designation(s) from DOR; or an equivalent certification; or
- 7 years experience in cadastral mapping, urban planning, engineering, drafting, construction design related to the production and maintenance of maps and collection/maintenance of property data by an automated interactive graphics and database system that includes 2 years lead worker or supervisor experience with data processing/computer graphic/ArcGIS; or
- Possession of the above listed credentials and an Associate's degree, technical or vocational school diploma or certificate and 5 years experience as described above that includes 2 years lead worker experience, or supervisor experience with data processing/computer graphic/ArcGIS; or
- Possession of the above listed credentials and a Bachelor's degree in surveying, engineering, cartography, computer science, or related field and 3 years experience as described above that includes 2 years lead worker, supervisor training, or supervisor experience with data processing/computer graphics/ArcGIS; or
- An equivalent combination of training, education, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Familiarity with information technology and ArcGIS.
- Supervisor experience, supervisor training, or lead worker experience.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Performs all phases of automated mapping, splits, combinations, additions, deletions of parcels, and redrafting and changes on property ownership maps.
- Performs all the phases of research required to maintain an accurate Property Value Roll.
- Provides technical support in the analysis and testing of new mapping systems and programs, departmental automation applications, equipment and user training.
- Enters or retrieves data using ArcGIS and ArcEDITOR.
- Performs tasks involving special maps, entry and correction of geographical database.
- Performs computer file maintenance, clean-up, and file back-up procedures.
- Supervises work performed by the assigned staff both in development and implementation of system applications.
- Trains new personnel, users and interested parties in the use of equipment and proper procedures.

CARTOGRAPHIC CADASTRALIST, SENIOR (continued)

Job Code	Pay Grade
20570	CL15

Illustrative Tasks (continued)

- Provides leadership and guidance in the working environment.
- Prepares supplemental documentation manual and procedures for applications; develops departmental automation standards, guidelines and procedures; works closely with other departments and county agencies.
- Assists in testing, evaluating, and monitoring new computerized mapping programs and software.
- Works closely with other division departments or county agencies to coordinate specialized projects.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of ArcGIS, ArcEDITOR and ArcPLTS.
- Knowledge of all types of deeds, instruments, and methods of granting and transferring title of property.
- Knowledge of cadastral map compilation, including the ability to read and interpret maps, legal descriptions, plats, surveys, aerial photographs, right of way plans and other tools of assessment work.
- Knowledge of computer processing and information technology.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of research techniques, methods and procedures regarding information technology and methods including the data processing inquiry and retrieval system with the Property Appraiser's Office.
- Knowledge of statutes, laws and regulations affecting appraisal and the theory of value as applied to property.
- Knowledge of legal descriptions, surveys, plats, title ownership, aerial photo interpretation and right of way plans.
- Knowledge of supervisory principles and techniques and ability to apply same effectively.
- Knowledge of SQL query language, GIS concepts and functionality and Windows, VMS and Unix operating systems.
- Skill and accuracy in working with detailed programs and procedures.
- Skill in hand-eye coordination.
- Ability to accept increasing responsibility and to initiate and implement decisions.
- Ability to acquire additional knowledge of, and apply the basic principles and techniques of cartographic drafting.
- Ability to analyze and troubleshoot related work problems and routine mapping software, plotter and digitizer problems, as needed.
- Ability to analyze complex cadastral problems.
- Ability to develop and update procedure and operational manuals.
- Ability to establish and maintain effective working relationships with the public and other employees.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to lead others and to contribute to the advancement of the state-of-art computer assisted cartography.
- Ability to pay close attention to detail.
- Ability to present data in graphic and cartographic form applying the basic principles and techniques of computerized cartographic drafting, as required.
- Ability to train and supervise subordinate employees with their technical duties and to encourage and promote harmony and teamwork.
- Ability to use technical mathematics (geometry and trigonometry).

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Revised	EEOC Code	Overtime Code
7/12	Technicians	Classified

WATER QUALITY MANAGEMENT SPECIALIST, SENIOR

Job Code	Pay Grade
17204	CL18

Nature of Work

This is professional and supervisory work for the Water Quality Management programs and activities. This classification requires the incumbent to be responsible for formal supervision of numerous professional and technical staff or be responsible for advanced program management tasks that impact department-wide water quality, business, customer relations, and operating plans. Progression to this level will be via competitive route. An incumbent is responsible for supervising and directing the efforts of subordinates performing a variety of tasks in specialized technical field and office work relating to water monitoring projects. Work specializes in: collection and analysis projects in managing and monitoring potable water resources for the county; compliance with the Clean Water Act and the Safe Drinking Water Act by monitoring, inspecting, sampling, evaluating data; enforcement of regulations and codes related to the protection of public health and the environment as related to the quality of groundwater, surface water, wastewater, reclaimed water, and potable water. The incumbent reports to a manager, division director, or designee.

Minimum Qualification Requirements

- 6 years experience in potable water or reclaimed wastewater quality management programs and activities for field monitoring and/or laboratory analysis that includes lead worker, supervision or supervisory training; or
- Associate's degree with course work in biology, chemistry, or a related field and 4 years experience in field monitoring and/or laboratory analysis that includes lead worker, supervision or supervisory training; or
- Bachelor's degree and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Experience to include actual supervisory experience directing professional or technical personnel responsible for water quality control activities.
- Possession and maintenance of FWPCOA "C" license.
- Other highly desirable knowledge, skills, abilities and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises or provides advanced leadership department-wide direction for subordinate staff implementing regulatory water quality programs, customer services, and water quality maintenance.
- Performs advanced management analyses and program direction tasks that impact department-wide water quality, business, customer relations, and operating plans.
- Manages water quality monitoring projects entailing investigations of hydrological, biological, geological and/or chemical problems relating to water resources.
- Participates in special groundwater monitoring, hydrologic and other special studies and monitoring projects.
- Coordinates and directs technical personnel in the collection and analyses of field data; ensures quality control measures are followed.
- Evaluates and analyzes data collected; prepares written and verbal reports on findings of projects.
- Resolves or oversees the resolution of customer complaints regarding water quality.
- Acts as liaison with businesses, contractors, developers, engineers, and the public with interpretation of environmental regulations and compliance with federal, state and local environmental laws, codes and ordinances.
- May collect and maintain technical environmental data, interpreting the results of laboratory tests, evaluating impacts, and developing reports on specialized studies.

WATER QUALITY MANAGEMENT SPECIALIST, SENIOR (continued)

Job Code	Pay Grade
17204	CL18

Illustrative Tasks (continued)

- Evaluates conformance with established environmental codes, ordinances and regulations, and recommends enforcement action based on inspection findings.
- May conduct facility inspections related to the Industrial Pretreatment Program.
- Oversees compliance with the Comprehensive Quality Assurance Plan to ensure all data is scientifically valid and legally defensible.
- Selects appropriate monitoring and sampling equipment and supplies needed to accomplish projects; responsible for the safety and upkeep of the equipment used in the projects.
- May supervise and train technical personnel, serve as project leader over other staff, or may perform work of subordinate technical personnel, as needed.
- Reports violations of water quality standards or other permit conditions to the appropriate regulatory agency.
- Completes periodic statistical reports and submits to department management and regulatory agencies.
- Assists in preparation of the annual budget for assigned section.
- Completes special projects and coordinates special department initiatives.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of environmental related codes, laws, rules, ordinances and regulations, and the principles of environmental pollution control and protection of public health.
- Knowledge of the principles of water quality analysis.
- Knowledge of federal, state and local standards, rules and regulations pertaining to water quality monitoring, sampling and analysis.
- Knowledge of routine laboratory equipment, procedures and cleanliness requirements.
- Knowledge of mathematics and natural, physical and biological science.
- Knowledge of scientific research techniques including the collection of sampling data and preparation of environmental reports.
- Knowledge of the causes and effects of salt water intrusion and other potential contaminants to well fields.
- Knowledge of the wastewater treatment processes, including the collection and transmission system.
- Knowledge of the water treatment processes and testing of water supply systems.
- Knowledge of OSHA regulations and recognized safety procedures and practices for field monitoring activities, safe workplace, and laboratory work.
- Knowledge of the principles of environmental contamination and the ability to perform impact assessments.
- Knowledge of hydrology, geology, chemistry, and the biological sciences.
- Ability to manage and supervise water quality personnel and programs.
- Ability to perform standard laboratory examinations and tests according to accepted methods and procedures.
- Ability to read and interpret blueprints, plats, maps, aerial photos and diagrams.
- Ability to prepare reports and interpret laboratory results.
- Ability to operate basic computerized data analysis equipment.
- Ability to present ideas and findings clearly and concisely in written, oral, and graphic form.
- Ability to appear in court as an expert witness.
- Ability to adjust, operate, maintain, calibrate, and perform routine maintenance or repair on technical field and laboratory equipment.
- Ability to swim and operate small watercraft may be required, based upon area of assignment.

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Revised	EEOC Code	Overtime Code
11/10	Technicians	Classified

OPERATIONS SPECIALIST, SENIOR

Job Code	Pay Grade
17194	CL19

Nature of Work

Employees at this level are considered advanced technical or supervisory staff and will perform all duties of this classification as needed. Incumbent performs water or wastewater treatment plant operations, monitoring, maintenance and/or repair of pumps, motors, treatment systems, generators and related support systems; lift stations and switch gear; flow meters and chemical feed systems and overhead cranes; as well as collection and processing of a variety of samples. Incumbents may be required to perform in different but specific assigned areas from project to project, as operational needs and skills match. Additionally, the wide variety of equipment utilized and procedures performed are more complex and specialized, requiring adaptability and ability to work independently. Progression to this level is via competitive route. The incumbent is supervised by a manager, plant operations supervisor, or designee.

Minimum Qualification Requirements

- Must possess a high school diploma or equivalent and possess a Florida Department of Environmental Protection (DEP) Water or Wastewater Plant Operator Class “B” or higher license as set forth in Florida Administrative Code Chapter 62-602, DEP describing Water or Domestic Wastewater Treatment Plant Operators and Water Distribution System Operators license requirements with education or experience that includes team leader, supervisor, or leadership training; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to acquire and maintain certification in designated areas according to area of assignment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, assigns and reviews the efforts of assigned, subordinate personnel.
- Coordinates with maintenance personnel and other utility company personnel to resolve plant, lift station or reclaimed water operations problems.
- Assists in the preparation and administration of section's operational budget.
- Responds to requests for information and complaints from the public within area of operations in order to resolve complaints or provide information.
- Ensures that adequate amounts and types of equipment, materials and chemicals are available for safe and efficient systems operations.
- Ensures efficient plant processes and reclaimed water operations, utilizing SCADA and WonderWare and/or other specialized software systems to ensure efficient operations; makes adjustments and/or dispatches crews to correct malfunctions and maximize efficiency.
- Initiates and monitors emergency bypass pumping.
- Collects and processes a variety of samples.
- Prepares and submits Department of Environmental Protection (DEP) monthly operating reports.
- Prepares various in-house operating reports.
- Operates emergency generators.

OPERATIONS SPECIALIST, SENIOR (continued)

Job Code	Pay Grade
17194	CL19

Illustrative Tasks (continued)

- Performs data reporting, assembly, evaluation and archiving.
- Performs facility housekeeping.
- Reviews plans for construction or modification of facilities.
- Assists in the design and installation of control panels.
- Provides customer service and promotes positive public relations.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the functions and servicing requirements of water or wastewater plant machinery and the process involved in the treatment and pumping.
- Knowledge of the capabilities and limitations of electronic computers and instrumentation and the role they perform in water production, treatment and distribution, or wastewater collection and treatment.
- Knowledge of basic chemistry tests and related mathematics.
- Knowledge of the functions and processes of computer control and interface systems.
- Ability to apply computer applications and software.
- Ability to read meters and charts accurately, as well as to document shift operations.
- Ability to supervise subordinate staff.
- Ability to plan, manage, and supervise an entire plant location/operation with subordinate teams and ongoing projects related to potable water and/or wastewater treatment systems operations.
- Ability to manage personnel, budget, short term/long term scheduling and administrative systems.
- Ability to display, view and interpret digital and analog data/signals from a computer system; to make adjustments to production/distribution/collection/treatment systems as necessary; to input follow up data into the computer system; and to generate required reports.

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Revised	EEOC Code	Overtime Code
11/10	Technicians	Classified

CARTOGRAPHIC CADASTRALIST 1

Job Code	Pay Grade
20564	CL6

Nature of Work

This is an entry level position requiring basic skills and knowledge of cartography and information technology. Moderately technical work is performed in the collection and maintenance of property and cartographic data essential to the compilation of maps and databases used for property appraisal purposes.

An employee in this class participates in the entering, editing, and correction of data necessary to an automated interactive mapping system or Geographic Information System (GIS) and the use of peripheral equipment as necessary. Employee assists in abstracting property ownership and descriptions for a correct title chain. The employee will have limited access to the internal system operation and will be under complete supervision throughout each phase of production. The position reports to a supervisor or designee.

Minimum Qualification Requirements

- Experience in ArcGIS, plus completion of multiple post high school courses in drafting, graphic design, or surveying and 1 year of experience in cadastral mapping, urban planning, civil engineering, drafting, or related field; or
- Experience in ArcGIS, plus an Associate's degree, technical, or vocational school diploma or certification in surveying, engineering, cartography, or computer science with additional courses in geography, GIS, graphic design, information technology, or related field; or
- An equivalent combination of training, education and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position (such as Cartographic Cadastralist 2) within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Conducts limited abstract searches and assists in the preparation of proper legal descriptions of the various parcels involved using information technology.
- Performs the splits, combinations, additions, and deletions of parcels and effects changes to property ownership maps using an in-house automated information system.
- Plots digitized and edited map files as check and final plots.
- Furnishes basic information concerning property descriptions to citizen inquiries.
- Checks records for possible errors and brings same to attention of supervisor.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of modern office practices, procedures and equipment.
- Knowledge of computer processing and information technology.
- Skill in hand-eye coordination.
- Ability to pay close attention to detail.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to learn and use technical mathematics (geometry and trigonometry).
- Ability to learn and understand basic cadastral mapping and data processing principals and procedures including the ability to learn to read and interpret maps, plats, aerial photographs, and other tools of assessment work.

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Re-instated	EEOC Code	Overtime Code
7/2	Technicians	Classified

BUILDING PERMIT TECHNICIAN 1

Job Code	Pay Grade
12002	CL8

Nature of Work

This is entry level paraprofessional technical, and heavy public contact work with responsibility for representing the customer relations interests of Pinellas County in the receipt, coordination, and issuance of approvals for Pinellas County applications focusing primarily on commercial construction permits. Tasks require continuous public and interoffice contacts with applicants and staff on inter-department and inter-agency building, electrical, mechanical and plumbing/gas, public safety, environment and miscellaneous code requirements or considerations. The position coordinates and supports the general and overall tabulation of detailed records processes that support the commercial construction building applications and approval process. Employees in this class are responsible for collecting, organizing, and communicating policies to the public on commercial building permits. Work requires the exercise of independent judgment in resolving routine issues, with complex technical problems being referred to supervision, with recommended courses of action. The incumbent reports to a supervisor or designee.

Minimum Qualification Requirements

- 3 years experience in public contact assignments directly related to processing residential, building, and construction permit approval; or
- Associate's degree or vocational training with coursework in business, public administration, management, engineering, planning, or a related field and 1 year experience as described above; or
- An equivalent combination of training, education, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position (such as Building Permit Technician 2) within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Communicates with customers and applicants for commercial building permits.
- Receives and performs a cursory general review of commercial permit applications on behalf of the building department.
- Assists other staff in record keeping processes as the department's focal point for receipt, tracking, and reporting on the status of commercial permit applications.
- Maintains manual application files and electronic tracking systems related to applications.
- Routes and retrieves relevant contents of permit applications to and from multiple county officials and outside agency officials responsible for review, concurrence, and appropriate follow-up actions.
- Contacts applicants and replies to applicants' inquiries about the status of commercial construction permit applications.
- Assists contractors by responding to requests for applications and offers instruction on how to complete permit application packages answering inquiries regarding permits, requirements, fees, and overall permit processes.
- Refers applicants' questions to technical and professional staff responsible for subject matter reviews.
- Produces list of customer fees, receives payments and issues receipts, balances daily receipts, as well as completes deposit slips and daily reports.

BUILDING PERMIT TECHNICIAN 1 (continued)

Job Code	Pay Grade
12002	CL8

Illustrative Tasks (continued)

- Coordinates review processes and obtains approvals from Building, Department Environment and Infrastructure (DEI), and Health Departments, Zoning, Environmental and Engineering Divisions of the Development Review Services Department in expediting the issuance of permits.
- Operates a personal computer for data entry and retrieval and routine information terminal operations.
- Performs related work as assigned or required.
- Coordinates review processes and obtains approvals from the DEI and Health Departments, and Zoning, Environmental and Engineering Divisions of the Building/Development Review Services Department in expediting the issuance of permits.
- Receives guidance and completes training to develop the capability to perform more advanced assignments and tasks.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the county's commercial common building, electrical, plumbing, mechanical, and other code requirements.
- Knowledge of basic construction drawings, blueprints, and maps.
- Knowledge of Business English, arithmetic and spelling.
- Ability to apply computer applications and software.
- Ability to meet the public using tact, communication skills and job knowledge to assist with applications and answer inquiries.
- Ability to explain common codes and requirements for building permits to citizens, both in person and by telephone.
- Ability to maintain clear and accurate records and to make difficult arithmetical computations accurately.
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports.
- Ability to perform mathematical computations, analyze data, and prepare reports based on findings, and communicate technical information, orally or in writing, in a manner understandable to contractors, consultants, superiors, staff personnel, and the general public.
- Ability to establish and maintain effective working relationships with engineering community, superiors, fellow employees, and general public.

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Re-instated	EEOC Code	Overtime Code
7/12	Technicians	Classified