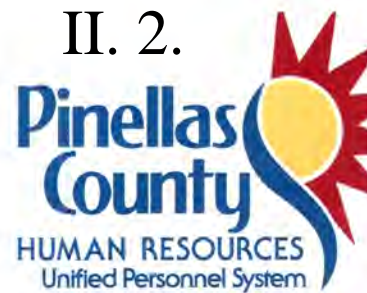


**UNIFIED PERSONNEL SYSTEM**

Annex Building 4th Floor  
 400 S. Fort Harrison Ave.  
 Clearwater, Florida 33756  
 Phone: (727) 464-3367  
 FAX: (727) 464-3949  
 www.co.pinellas.fl.us/persnl  
 Website: www.pinellascounty.org



Peggy Rowe  
 Director

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

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

SUBJECT: Additions, Title Changes and Revisions of Class Specifications

DATE: July 23, 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.

**ADDITIONS**

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
16416	Entomology Aide	CL6
16800	CIP Water & Sewer Systems Supervisor, DEI	SM4a

**TITLE CHANGES**

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
02228	Senior Equipment Operator	Equipment Operator, Senior	CL11
20700	Senior Personal/Real Property Specialist	Personal/Real Property Specialist, Senior	CL11
16618	Senior Pub Works Operation Field Coord	Pub Works Operation Field Coord, Senior	CL16
21934	Senior Business Assistant Specialist	Business Assistant Specialist, Senior	CL18
17466	Senior Chemist	Chemist, Senior	CL18
17236	Senior Electrical/Mechanical Technician	Electrical/Mechanical Technician, Senior	CL18
17248	Senior Electronic Equipment Technician	Electronic Equipment Technician, Senior	CL18

**REVISIONS**

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
17182	Operations Specialist 1	CL12
17186	Operations Specialist 2	CL15
17194	Operations Specialist, Senior	CL19

PR/JL/gjc  
 Doc ID: Hskpg Aug 2012

# ENTOMOLOGY AIDE

Job Code	Pay Grade
16416	CL6

## Nature of Work

This is specialized work assisting with mosquito population surveillance, assessing mosquito trap catches in the field for immediate integration into the adult mosquito suppression operation, and assisting in the care of the sentinel chickens and cleaning and maintenance of the chicken coops. Employees in this class work directly under an administrative supervisor to execute trap placement and pickup, as well as care of stock flock kept at the base, and the transportation of infected chickens.

## Minimum Qualification Requirements

- High school diploma or GED; 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.
- Possession and maintenance of Public Health Pest Control Certificate through the Florida Department of Agriculture and Consumer Services prior to the completion of the first year of employment.

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

- Assists in the placement of various types of traps and assesses mosquito trap catches in the field for immediate integration into the adult mosquito suppression operation.
- Ensures proper operation, maintenance and replacement of traps or trap accessories.
- Assists Entomology Technician as needed.
- Feeds and provides water to chickens according to established schedules; cleans and disinfects cages.
- Inspects animals for signs of illness and injuries; reports problems to supervisor.
- Transports infected animals to farm.
- May perform custodial and housekeeping tasks, preventative maintenance, and equipment repair.
- Assists in coop repair and winterization.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of basic animal care procedures and techniques for the care and feeding of chickens.
- Ability to read a map and get to remote areas where traps are located.
- Ability to maintain assigned trapping and collection equipment.
- Ability to work in swampy, insect and reptilian infested locations.
- Ability to participate in early morning truck fogging program (2:30 am – 6:45 am).

For official use only

Created	EEOC Code	Overtime Code
8/12	Administrative Support	Classified

# CIP WATER & SEWER SYSTEMS SUPERVISOR, DEI

Job Code	Pay Grade
16800	SM4a

## Nature of Work

This is highly responsible senior management, professional, administrative, and supervisory work directing Department of Environment and Infrastructure (DEI) systems engineering and technical support group functions in administering major capital improvement project (CIP) activities for water related systems and other DEI initiatives. The incumbent directs and supervises engineering, technical, and administrative staff and resources preparing and implementing CIP plans, designs, acquisitions for maintaining and developing state-of-the-art construction, renewal, and replacement of wastewater collection and transmission systems, wastewater treatment, disposal facilities, water production facilities, water distribution systems, solid waste facilities and other major public works. The incumbent is required to manage construction methods for very large projects that may include design-bid-build; design-build or general contractor/construction manager efforts. The incumbent is responsible for business analyses, strategic planning, organizing, preparation, planning, coordinating, and reviewing the work of engineering staff, consultants, contractors, administrative officials, and other personnel. General guidance is provided by senior executives and management officials; however, the incumbent exercises considerable judgment and initiative. This position reports to a senior executive, section manager, or designee.

## Minimum Qualifications

- 8 years of progressively responsible technical, professional, and administrative functions in business administration, project management, civil engineering, environmental management, accounting, or related field that includes 4 years performing project manager tasks with leadership experience managing major CIP initiatives, strategic planning, and implementation of complex public works projects in combination with 2 years of organization leadership or supervisory experience; or
- Bachelor's degree and 4 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.
- Preference may be given to candidates possessing a degree in civil engineering, environmental engineering, or related field with registration as a Professional Engineer in the State of Florida.
- Candidate to demonstrate competence and/or possess certifications in one or more construction, engineering, CIP project management, wastewater, water, solid waste, or other public works related fields.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Supervises technically complex, high visibility, and controversial capital improvement projects and programs involving several design specializations including the planning, cost estimating, development, tracking, and reporting on wastewater, water and solid waste systems and other project scopes, schedules, and budgets.
- Provides oversight strategy, vision and guidance over engineering consultants and internal staff, relating to design and environmental reviews, right-of-way and permit acquisition and compliance.
- Oversees complex utility projects with responsibility for hydraulic modeling; design of drinking water, wastewater facilities; adhering to relevant codes, regulations and resolves design issues related to construction projects.
- Supervises and leads in negotiations, tracking, and managing of consultant contracts; interagency and internal service agreements; and professional engineering processes.
- Supervises and coordinates management of large interdepartmental, cross-functional, multidisciplinary engineer and technical project groups and teams.

## CIP WATER & SEWER SYSTEMS SUPERVISOR, DEI (continued)

Job Code	Pay Grade
16800	SM4a

### Illustrative Tasks (continued)

- Ensures timely, efficient, and effective preparation and presentation of technical reports and information to senior managers and project stakeholders.
- Implements policies and procedures to ensure compliance with appropriate laws, permits, regulations and codes.
- Motivates, coaches, and mentors staff.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of wastewater collection and transmission systems, wastewater treatment, disposal facilities, water production facilities, water distribution systems, solid waste facilities.
- Knowledge of environmental codes; hydraulic modeling; design of drinking water, wastewater facilities; adhering to relevant codes, regulations.
- Knowledge of project management principles and procedures.
- Knowledge of principles, practices and policies of sound business management.
- Skill in communicating, preparing and making presentations to staff and senior management.
- Skill in conducting meetings and preparing written documents that concisely convey ideas, plans, or status.
- Skill in managing and directing assigned staff involved in projects.
- Skill and ability in using and operating a variety of office and computer equipment and related software.
- Ability to assign, instruct, direct and review the work of assigned technical, professional and clerical staff.
- Ability to lead and manage diverse projects from initiation to conclusion.
- Ability to coordinate and supervise application development and related support activities associated with project management for the department.
- Ability to schedule, review and evaluate the work of others as to status and development of assigned projects.
- Ability to evaluate new technical developments in view of organizational plans and objectives and assesses applicability to the requirements of the organization.
- Ability to analyze resource utilization and identify potential areas of improvement achievable through new technology.
- Ability to effectively collect and analyze complex data and prepare and present comprehensive reports.
- Ability to compile, recommend and monitor budgets.
- Ability to deal with vendors in the negotiation, preparation and management of applicable contracts.
- Ability to read, interpret and follow procedural and policy manuals related to the job tasks.
- Ability to establish and maintain effective working relationships with other employees, officials, agencies and the public.
- Ability to resolve problems dealing with conflicting opinions, priorities and agendas.

For official use only

Created	EEOC Code	Overtime Code
8/12	Professionals	Exempt

## EQUIPMENT OPERATOR, SENIOR

Job Code	Pay Grade
02228	CL11

### Nature of Work

This is highly skilled work, with designated supervisory responsibility, operating very complex heavy construction equipment. Employees in this class operate the largest pieces of construction equipment such as automotive cranes/lifts, bucket truck, hydraulic excavator, tank trailer, tac-hoe and rubber tire backhoes with hydraulic jackhammer, tractor trailer/low-boy trailer and similar. Duties are performed with a high degree of operational independence and are supervisory in nature on a project basis.

### Minimum Qualification Requirements

- 6 months experience on job related equipment(s) as listed on the published equipment list at indicated level as it appears; or
- A Public Works Academy training certificate for equipment operators; or
- A Pinellas County employee equipment certification that includes experience or training on job related equipment(s); 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.)

- Operates automotive cranes/lifts.
- Operates bucket truck.
- Operates a drag line and hydraulic excavator to clean ditches and canals along highways or in county rights-of-way.
- Operates large cranes in support of public work construction, maintenance or major repair projects.
- Supervises, on a project basis, assigned operators or other personnel and ensures work is accomplished in a safe, productive and efficient manner.
- Assigns and oversees general labor work as required.
- Performs operational maintenance and safety checks on assigned equipment.
- May operate a wide variety of other equipment/tools, i.e., chain saws, weed eaters, pole saws, etc.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of operational complexities and capabilities of assigned construction equipment.
- Knowledge of routine service requirements and safety factors concerning assigned equipment.
- Skill in the operation of large complex construction equipment.
- Ability to supervise on a project basis and prepare routine reports.
- Ability to work under adverse weather conditions and possession of sufficient physical strength and agility to operate large construction equipment and perform manual labor.
- Ability to read engineering plans, diagrams and blueprints.

For official use only

Revised	EEOC Code	Overtime Code
11/07	Skilled Craftsman	Classified

# PERSONAL/REAL PROPERTY SPECIALIST, SENIOR

Job Code	Pay Grade
20700	CL11

## Nature of Work

This is very responsible and advanced clerical work that may involve supervisory responsibilities in maintaining detailed automated property records in preparation of the county's Property Value Roll, and/or disseminating information about the roll to the public. An employee in this class uses initiative and judgment in performing a variety of specialized Personal or Real Property Value Roll functions, including responding to inquiries from the public on the more difficult interpretation of methods, laws, rules, regulations, and practices.

## Minimum Qualification Requirements

- 6 years of experience in an Ad Valorem Property Appraiser's Office that includes 3 years of experience as a Personal/Real Property Specialist in a computer automated office plus lead worker, supervisor experience or supervisor 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 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.)

- Operates CRT and other computer equipment, entering and/or verifying data.
- Enters changes in ownership, assessed values and related information to current value roll using office computer systems and applications.
- Examines public records and documents in support of maintenance efforts.
- Makes final checks of property records, corrects improper changes, and verifies accuracy of changes.
- Meets with the public answering questions and concerns.
- Interprets department policies and procedures, state laws and regulations governing Personal and/or Real Property Value Roll activities and, as required, explains them to the public.
- May train Personal/Real Property Specialists and supervise their performance.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of office practices, procedures, and equipment.
- Knowledge of geographic layout of Pinellas County.
- Knowledge of personal and real property appraisal terminology.
- Knowledge of laws, rules, and regulations governing the Personal and/or Real Property Value Roll.
- Knowledge of business English, spelling and mathematics.
- Ability to apply computer applications and software.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to work independently and use good judgment.
- Ability to communicate effectively and courteously with the public.

For official use only

Revised	EEOC Code	Overtime Code
6/09	Administrative Support	Classified

# **PUBLIC WORKS OPERATIONS FIELD COORDINATOR, SENIOR**

<b>Job Code</b>	<b>Pay Grade</b>
<b>16618</b>	<b>CL16</b>

## **Nature of Work**

This is advanced technical work involving documentation, analysis, and evaluation of work requests from the public and other organizations to ensure efficient and effective use of public works maintenance and contract resources. Incumbents plan and supervise department responses to citizen and department work order requests, maintain ongoing programs, react to emergency situations, and take responsibility for solving operations problems. The incumbents are responsible for ensuring safety, compliance with department standards, identifying/scoping field work, and implementing the department's systematic and timely delivery of public works services. Employees in this classification represent Pinellas County in responding to work requests including initial analysis and defining the work plan, coordinating work across various units, and implementing policies. Work is performed with considerable independence and employees are afforded reasonable latitude for technical decision making, discretion, and judgment. Supervision may be exercised over subordinate personnel, or employees may act as group leader over an assigned activity.

## **Minimum Qualification Requirements**

- 4 years experience in performing, supervising or coordinating the technical and administrative functions in the implementation of public works, roadway maintenance, mosquito control, vegetation management, stormwater utilities, roadway construction or major construction that includes supervision or supervisory training and project management or project management 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.
- Technical Certifications related to Testing assignments.
- Florida Department of Transportation Maintenance of Traffic Intermediate Level Certification.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## **Illustrative Tasks (These are examples and are all inclusive.)**

- Serves as the initial and primary contact in receipt and establishing work order replies to customer and caller requests for assistance received by the department.
- Investigates work order system requests to ensure efficient and effective deployment of forces and work completion.
- Identifies work and maintenance requirements on county roads, drainage systems; identifies resources and prepares work order action plans to complete work.
- Plans, organizes, and supervises multiple crews to perform construction, mowing, response activities, emergency incident responses, and NPDES.
- Reviews and maintains operations plans, coordinates work plans ensuring appropriate work specifications, safety, and compliance with county standards.
- Performs continuous technical field inspections on major construction projects and may supervise contractor efforts and inspectors in specific disciplines or on very large projects.
- Interprets specifications to clarify intent or objectives and prepares and maintains technical and cost records or reports.
- Expedites project progress by coordination of scheduling project tasks, evaluates progress, completes inspections, and related functions.
- Inspects utility installations for compliance with approved permits and plans including telephone, television, electricity, water, gas, sewage and storm sewer piping.

## **PUBLIC WORKS OPERATIONS FIELD COORDINATOR, SENIOR (continued)**

<b>Job Code</b>	<b>Pay Grade</b>
<b>16618</b>	<b>CL16</b>

### **Illustrative Tasks (continued)**

- Approves payment for similar work efforts performed by county vendors.
- Utilizes asset management systems, computer, copier, and fax machine to perform various office tasks.
- May act as group leader over assigned technical or administrative functional areas or supervise subordinate personnel engaged in technical engineering inspection, field crew work, and system response activities.
- Performs related work as assigned or required.

### **Knowledge, Skills, and Abilities**

- Knowledge of road, construction, and drainage principles, methods, materials and equipment.
- Knowledge of basic construction practices, material, specifications, codes and regulations related to roadway and drainage construction.
- Knowledge of project management including project control, work measurement, tracking systems, evaluation, and compliance.
- Knowledge of environmental, safety, and health requirements applicable to public works projects and activities.
- Ability to perform public works contract administration and project management.
- Ability to apply computer applications and software.
- Ability to communicate orally and in writing.
- Ability to read and interpret construction specifications, blue prints and plans, and to recognize deviations from such plans during construction.
- Ability to diagnose defects and hazards in building and public works construction projects.
- Ability to read and understand technical and engineering drawings and diagrams.
- Ability to perform technical computations, analyze data and prepare reports based on findings.
- Ability to plan, assign, supervise and review the work of subordinates engaged in inspecting construction projects.

For official use only

Created	EEOC Code	Overtime Code
4/09	Professionals	Classified



## BUSINESS ASSISTANT SPECIALIST, SENIOR

Job Code	Pay Grade
21934	CL18

### Nature of Work

This is advanced professional and technical work promoting and coordinating economic development and assisting businesses to locate and expand within Pinellas County. An employee in this class serves as a principal resource for economic development to implement and coordinate short and long term strategies developing web-based marketing techniques to meet the objectives of the county's master plan. The incumbent is responsible to initiate and complete regular and special projects. Incumbent performs with independent judgment and initiative under the general supervision of a Senior Economic Development Manager.

### Minimum Qualification Requirements

- 6 years of economic development experience for a governmental agency that includes team leader, supervision, or supervisory training; or
- Associate's degree in public administration, business administration, economics, Urban or Regional Planning, or closely related field and 4 years experience as described above; 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 (CDL) and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Experience in advanced computer technology field preferably in marketing.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Designs and develops departmental web site and electronically coordinates marketing plan and strategies.
- Develops and maintains the Economic Development Real Estate Database.
- Researches and motivates target businesses to locate and expand operations within the community.
- Leads and/or trains individuals, groups and business representatives and staff to utilize the department's economic development plan via the web, the GIS (Geographic Information Systems) Site Assistant and the Real Estate Database.
- Develops and administers partnerships, grants, and programs with businesses and agencies to maximize economic development opportunities.
- Plans and recommends future information technology needs for the department.
- Finds and creates web-based solutions for business partners and others.
- Coordinates with managers and staff interacting with local municipalities, community development agencies, and other groups to identify economic development projects to enhance and increase economic development in Pinellas County.
- Coordinates/facilitates long and short term studies, prepares reports and determines regulatory conformance of economic development proposals.
- Coordinates activities such as research, analysis, and evaluation of technical information to determine feasibility and economic impact of proposed expansions and development.
- Plans, directs, implements and supports the automation of office systems, procedures, programs and equipment; evaluates office automation systems and equipment needs; coordinates with other department personnel regarding hardware and software needs; coordinates installation and operation of same; acts as LAN (Local Area Network) administrator for the department.
- Maintains workstations and databases and acts as troubleshooter for information technology problems.
- Identifies and applies for appropriate state, federal, public/private funding for economic development projects.

## BUSINESS ASSISTANT SPECIALIST, SENIOR (continued)

Job Code	Pay Grade
21934	CL18

### Illustrative Tasks (continued)

- Promotes cooperative relationships between local agencies and businesses to promote economic development, to reduce overlap and duplication of efforts and share resources to make economic development efforts successful.
- Prepares and presents reports to managers, groups and others to describe progress of economic development projects.
- Recommends changes to the economic development master plan.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of private and public sector economic development policies and practices.
- Knowledge of recent developments, current literature and sources of information regarding community and economic development.
- Knowledge of economics and public finance as it applies to economic development.
- Knowledge of public and private sector organizations with special emphasis in county and municipal government interaction to promote economic development.
- Knowledge of current technology in web site design, system languages and support and repair of hardware and software.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze facts, lead individuals and groups to attain master plan objectives.

For official use only

Revised	EEOC Code	Overtime Code
8/08	Professionals	Classified

## CHEMIST, SENIOR

Job Code	Pay Grade
17466	CL18

### Nature of Work

This is professional scientific work supervising technical oversight to an analytical section of the laboratory, requiring a high level of experience and expertise in performing complex chemical, biological, bacteriological and physical analysis of fluids and/or solids in the Utilities Laboratory. Employees in this class exercise a high degree of independent judgment and skill in the development, performance and evaluation of scientific analyses, supervising a subordinate staff of Chemists. Work requires a high level of expert knowledge of the current regulations and the methods used for collection and analyses of samples. This position also monitors the output of an analytical section for the timeliness, accuracy and validity of the data being generated for the corresponding laboratory clients. Work is performed under the general direction of an administrative superior.

### Minimum Qualification Requirements

- Bachelor's degree in chemistry, bacteriology, biology, or related discipline and four (4) years experience in general laboratory analysis including the basic understanding of automated analysis and instrumentation; 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 position.

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

- Provides expert technical oversight in the performance of scientific analyses, including the utilization of specialized techniques or complex laboratory instrumentation.
- Plans, assigns, reviews and supervises the daily activities of subordinate staff.
- Troubleshoots complex analytical problems.
- Provides lists of materials and/or supplies needed to ensure the proper timely operation of the section.
- Recommends equipment to be purchased to ensure the proper operation of the section.
- Oversees and reviews routine and complex chemical, biological and bacteriological examinations.
- Interprets laboratory data for county, state and federal officials, judges, and/or attorneys.
- Develops, modifies and maintains procedures for laboratory certification.
- Calibrates, maintains and operates all manual and automated laboratory instrumentation.
- Trains laboratory personnel.
- Develops, reviews, and recommends methods modifications and development.
- May assist superiors in data acquisition for various reports.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of laboratory principles, practices and techniques of chemistry, biology and bacteriology.
- Knowledge of the capabilities and limitations of electronic computers and complex automated instrumentation, and the role they perform in laboratory analysis.
- Knowledge of sewage treatment and disposal, industrial wastes, stream pollution or the methods for treating and testing water supply systems, depending on area of assignment.
- Knowledge of local, state and federal laws and regulations pertaining to water quality, wastewater treatment, and data validity.
- Knowledge of OSHA regulations and recognized safety operating practices for laboratory work.
- Skill in laboratory techniques, and in following and adapting scientific methods and procedures.

## CHEMIST, SENIOR (continued)

Job Code	Pay Grade
17466	CL18

### Knowledge, Skills, and Abilities (continued)

- Ability to interpret test results, and to prepare comprehensive analytical reports.
- Ability to perform a variety of laboratory tests on water, wastewater, or sludge samples, and to prepare and standardize laboratory reagents.
- Ability to carry on independent research in the chemistry, biology and/or bacteriology of wastewater treatment or potable water supplies.
- Ability to train, instruct and/or oversee personnel.
- Ability to operate, maintain and calibrate laboratory equipment and instruct personnel in their use.
- Ability to present scientific ideas and findings clearly and concisely in written, oral and graphic form.

For official use only

Revised	EEOC Code	Overtime Code
6/07	Professionals	Classified/Excluded

# ELECTRICAL/MECHANICAL TECHNICIAN, SENIOR

Job Code	Pay Grade
17236	CL18

## Nature of Work

This is the most complex advanced electrical/mechanical work performed. Work specializes in the installation, modification, fabrication, repair, and maintenance of electrical and/or heavy mechanical equipment and systems in a Department of Environmental and Infrastructure (DEI) Division. Work may require utilization of knowledge in various trades such as electrical, plumbing, welding, and other skills, to locate and correct malfunctions and for improvement of heavy industrial pumping systems and facilities. Specializes in operation, monitoring, maintenance and/or repair of county properties, facilities, equipment, and lines or devices in public utilities systems, electrical and mechanical equipment used in production treatment and transmission of potable water, wastewater and distribution of reclaimed water as they relate to utilities projects, operation of light to medium equipment for utilities construction and maintenance projects, and often requiring manipulative ability, as well as utilizing job-acquired skills in specialized fields in addition to traffic control and equipment for the design, placement and maintenance of traffic safety devices utilized under extremely heavy traffic and during inclement weather. Incumbents may be required to perform in different but specific assigned areas from project to project, as business needs and skills match. Additionally, the wide variety of equipment utilized is 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

- 5 years of journeyman experience in the maintenance and repair of heavy mechanical equipment and machinery, and electrical repair and maintenance of equipment used in water or wastewater treatment plants, and 1 year of supervisory experience or 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.)

- Manages or supervises all plant and equipment repair and maintenance activities performed on electrical, chemical, and mechanical equipment at all pump stations, lift stations, wastewater treatment plants, water treatment plants and reclaimed water facilities or other designated utilities service areas.
- Develops, improves, implements and maintains section's Preventive Maintenance Program.
- Schedules maintenance and repair activities, estimates costs, and submits cost/benefit analyses for a designated utilities service area.
- Monitors and forecasts all maintenance and repair activities for a designated utilities service area.
- Utilizes complex and comprehensive work management systems for project tracking.
- Trains and supervises subordinate staff.
- Maintains records and communicates effectively, orally and in writing.
- Performs related work as assigned or required.

## ELECTRICAL/MECHANICAL TECHNICIAN, SENIOR (continued)

Job Code	Pay Grade
17236	CL18

### Knowledge, Skills, and Abilities

- Knowledge of the functions and servicing of water and/or wastewater treatment plants, electrical, chemical, and mechanical equipment.
- Knowledge of types of potable water and wastewater handling equipment (motors, valves, pumps, electronic sensors and related support equipment).
- Knowledge of how to repair and operate electric monitoring equipment, pumps, chemical feeds, and related equipment.
- Knowledge of principles and practices of electrical, plumbing, welding and possibly other trades.
- Skill in using standard building trades tools and devices.
- 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 maintenance, repairs and operations.
- Ability to manage, assign, supervise and evaluate the work of assigned personnel, budget, short term/long term scheduling and administrative systems.
- Ability to establish and maintain effective working relationships with others.
- Ability to troubleshoot electronic and mechanical equipment malfunctions to repair or adjust equipment to maintain desired operations.
- Ability to perform technical computations, analyze data and prepare and submit reports based on findings.
- Ability to perform a combination of skilled trades' tasks such as electrical, plumbing, mechanical, welding, and other knowledge required to maintain, repair and improve potable water and wastewater operations.
- Ability to adjust and regulate a variety of automatic or manually controlled auxiliary equipment to ensure safe operations.
- Ability to anticipate and adjust systems equipment due to changing factors, such as water quality, weather, and changing work conditions.
- Ability to repair and replace electrical controls, filters, pumps, valves, generators, mixers, filling machines, and equipment used in monitoring and handling potable water and wastewater processes and operations.
- Ability to effectively use computers in daily activities.

For official use only

Revised	EEOC Code	Overtime Code
11/10	Technicians	Classified

# ELECTRONIC EQUIPMENT TECHNICIAN, SENIOR

Job Code	Pay Grade
17248	CL18

## Nature of Work

This is the advanced level for the Electronic Equipment Technician. This position is responsible for performing a variety of tasks. Work specializes in the installation, repair, modification and maintenance of electronic instrumentation, and control systems with knowledge of the functions and servicing of water and/or wastewater treatment plant electronic, electrical, chemical, and mechanical equipment and related computerized telemetry systems and electronic hardware involved in process control systems. Work may require utilization of knowledge in various trades such as electrical, plumbing, and other skills. The incumbent locates and corrects malfunctions and makes improvements in operation, monitoring, maintenance, and/or repair of control systems for: county properties, facilities, equipment, and lines or devices in public utilities systems; electronic, electrical and mechanical equipment used in production treatment and transmission of potable water, wastewater and distribution of reclaimed water as they relate to utilities projects. Incumbent may operate light to medium equipment within the Department of Environmental and Infrastructure (DEI) plant operations divisions requiring manipulative ability, as well as utilizes job-acquired skills in specialized fields. The incumbent experiences cross training and performs the full range of technical assignments. Additionally, the wide variety of equipment utilized is more complex and specialized, requiring adaptability and ability to work independently. Incumbents may be required to perform at different duty locations within the same class from project to project, as operational needs and skills match. Progression to this level is via competitive route. The incumbent is supervised by a manager, plant operations supervisor, or designee.

## Minimum Qualification Requirements

- 5 years experience in electronics maintenance and repair, plus 1 year of supervisory experience or 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 obtain and possess 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.)

- Manages or supervises all plant and equipment installation, repair, modification, calibration and maintenance on electronic and electrical instrumentation, equipment and controls.
- Develops, implements and maintains section's Preventive Maintenance Program.
- Detects causes of electronic and electrical failures; interprets and ensures compliance with established codes; calculates data necessary for wiring instrument systems, and requisitions supplies and materials needed to complete tasks.
- Directs and supervises monitoring and forecasts all maintenance and repair activities for a designated utilities service area.
- Operates light to medium equipment within the DEI plant operations divisions.
- May be responsible for electronic traffic control and equipment for the design, placement and maintenance of traffic control safety devices utilized under extremely heavy traffic and during inclement weather.
- Utilizes complex work management systems for project tracking.
- May prepare cost estimates and cost/benefits analyses.
- Trains and supervises subordinate staff.
- Keeps records and communicates effectively, orally and in writing.
- Performs related work as assigned or required.

## ELECTRONIC EQUIPMENT TECHNICIAN, SENIOR (continued)

Job Code	Pay Grade
17248	CL18

### Knowledge, Skills, and Abilities

- Knowledge of the principles, practices and procedures of electronic and electrical repair work.
- Knowledge of preferred methods and techniques relevant to repair and maintenance of electronic and electrical equipment.
- Knowledge of potable water production and wastewater treatment processes.
- Knowledge in controlling the production and distribution of potable water or wastewater treatment processes.
- Knowledge of types of potable water and wastewater handling equipment (motors, valves, pumps, electronic sensors, etc.)
- Knowledge of complex installation, modification, fabrication, repair and maintenance of electronic, electrical or mechanical equipment used in water plant and/or wastewater plant operations.
- Skill in utilizing a wide variety of tools, equipment and devices typical to electronic and electrical service tasks.
- Ability to lead, manage and direct subordinates in potable water and/or wastewater treatment systems maintenance and repairs.
- Ability to interpret and communicate, both verbally and in writing, data from engineering plans, diagrams and complex reports.
- Ability to create and write sometimes complex administrative reports as well as a wide variety of work orders.
- Ability to troubleshoot, maintain and repair and replace complex electronics equipment and control systems associated with utilities water and wastewater treatment as well as directing others in same.
- Ability to perform and lead or direct others in performing a combination of skilled trades tasks such as electronic, electrical, mechanical, welding, plumbing and other related tasks required to maintain, repair and improve water and wastewater operations.
- Ability to adjust and regulate a variety of automatic or manually controlled auxiliary equipment to ensure safe operations.
- Ability to anticipate and adjust systems due to changing factors, e.g., water quality, weather, etc.
- Ability to apply computer applications and software.
- Ability to assign, supervise, guide, direct and evaluate the work of assigned subordinate personnel.
- Ability to establish and maintain effective working relationships with managers, supervisors, employees and others.

For official use only

Revised	EEOC Code	Overtime Code
11/10	Technicians	Classified



# OPERATIONS SPECIALIST 1

Job Code	Pay Grade
17182	CL12

## Nature of Work

This is the full performance level for the water and/or wastewater plant operator line of work. The incumbent independently completes tasks in water and/or wastewater treatment plant operations, monitoring, maintenance, and/or repair of pumps, motors, treatment systems, generators, and related support systems. Types of equipment and systems experienced may include lift stations, switch gear, flow meters, chemical feed systems, overhead cranes and related activities. The incumbent also performs collection, analysis, reporting, and processing of a variety of samples. The incumbent performs work independently, takes initiative to ensure sound plant operations. The incumbent seeks guidance and direction on unusual or difficult assignments or problems. The incumbent is required to assist in training, education, and providing guidance to less experienced workers. The incumbent is supervised by a manager, plant operations supervisor or designee.

## Minimum Qualification Requirements

- Must possess a high school diploma or its equivalent and at least 1 year (2080 hours) experience in the performance of process control including the performance of operational control tests and evaluation and interpretation of the test results; preparation of plant process control reports, logs or records; analysis and disposal or distribution of the plant product and the residuals from the treatment process; and control of the hydraulic system and necessary chemical adjustments; water distribution system operation and maintenance; sample collection and analysis; electronic surveillance system monitoring, and plant maintenance.
- 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.
- A Florida Department of Environmental Protection (DEP) Water or Wastewater Plant Operator Class "C" 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. 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.)

- Operates and maintains a variety of pumps, motors, treatment systems, generators, and related support systems.
- Operates and maintains lift stations.
- Monitors and controls Supervisory Control and Data Acquisition (SCADA) systems.
- Monitors emergency bypass pumping.
- Cleans, calibrates, adjusts, and maintains chemical feed systems.
- Calibrates and adjusts flow meters.
- Operates and maintains overhead cranes.
- Cleans bar screens.
- Collects and processes a variety of samples.
- Prepares and submits Florida Department of Environmental Protection (DEP) monthly operating reports.
- Prepares various in-house operating reports.
- Performs data reporting, assembly, evaluation, and archiving.
- Assists to provide guidance as well as orientation and on-the-job training of newly assigned personnel.

## OPERATIONS SPECIALIST 1 (continued)

Job Code	Pay Grade
17182	CL12

### Illustrative Tasks (continued)

- Performs facility housekeeping.
- 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 a water or wastewater treatment plant operation, as well as the general operation knowledge of utility specific machinery and equipment, such as filters, pumps, valves, generators, mixers, and filling machines utilized in water or wastewater treatment operations.
- Knowledge of basic chemistry tests and related mathematics.
- Knowledge of the function and processes of computer control and interface systems.
- Basic knowledge of potable water production and wastewater treatment processes.
- Skill in operating and servicing mechanical equipment utilized in operation of water and wastewater treatment plants.
- Ability to apply computer applications and software.
- Ability to perform basic laboratory tests.
- Ability to adjust and regulate a variety of automatic or manually controlled auxiliary equipment to ensure safe operations.
- Ability to anticipate and adjust systems due to changing factors, such as, water quality, weather, and other factors.
- Ability to operate water treatment plants to pump or treat water for domestic or industrial use.
- Ability to understand and follow oral and/or written instructions.
- Ability to communicate courteously and tactfully with members of the public.

For official use only

Revised	EEOC Code	Overtime Code
8/12	Technicians	Classified

## OPERATIONS SPECIALIST 2

Job Code	Pay Grade
17186	CL15

### Nature of Work

This is the most advanced technical level for the water and/or wastewater plant operator work with leadership, special project, supervisory or intermittent supervisor duties, and other lead administrative responsibilities. Work specializes in water or wastewater treatment plant operation, monitoring, maintenance and/or repair of pumps, motors, treatment systems, generators and related support systems; lift stations and switchgear; flow meters and chemical feed systems; overhead cranes; and collection and processing of a variety of samples. The multiple site organizations/locations and missions, including the wide variety of equipment utilized and procedures performed are more complex and specialized, requiring the incumbent to adapt to new and changing circumstances with an ability to work independently and at multiple locations. An incumbent in this classification is expected, with minimal advance notice, to rotate to various assignments, schedules, and locations to meet peak workload, stand in for other personnel, and/or serve as acting supervisor for unplanned events, scheduling needs, and to meet other requirements. The incumbent independently completes the most complex plant tasks in water and/or wastewater treatment plant operations, monitoring, maintenance, and/or repair of pumps, motors, treatment systems, generators, support systems, and supervises or leads others when assigned. Types of equipment and systems experienced may include lift stations, switch gear, flow meters, chemical feed systems, overhead cranes and related activities. Position also performs collection, analysis, reporting, and processing of a variety of samples. The incumbent performs work independently and takes initiative to ensure sound plant operations. The incumbent seeks guidance and direction on unusual or difficult assignments or problems. The incumbent is required to provide supervisors and managers with meaningful input and recommendations for improving performance and operations. The incumbent is supervised by a manager, plant operations supervisor, or designee.

### Minimum Qualification Requirements

- Must possess a high school diploma or its equivalent and at least 3 years experience in the performance of process control including the performance of operational control tests and evaluation and interpretation of the test results; preparation of plant process control reports, logs or records; analysis and disposal or distribution of the plant product and the residuals from the treatment process; and control of the hydraulic system and necessary chemical adjustments; water distribution system operation and maintenance; sample collection and analysis; electronic surveillance system monitoring, and plant maintenance. Education or experience must include team leader, supervisory, 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.
- 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.
- 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.)

- Operates, maintains and repairs a variety of pumps, motors, treatment systems, generators and related support systems.
- Operates, maintains, and repairs lift stations and switchgear.
- Monitors and operates Supervisory Control and Data Acquisition (SCADA) systems.
- Initiates and monitors emergency bypass pumping.
- Cleans, calibrates, adjusts and maintains chemical feed systems.
- Calibrates and adjusts flow meters.

## OPERATIONS SPECIALIST 2 (continued)

Job Code	Pay Grade
17186	CL15

### Illustrative Tasks (Continued)

- Operates and maintains overhead cranes.
- Cleans bar screens.
- Collects and processes a variety of samples.
- Prepares and submits Department of Environmental Protection (DEP) monthly operating reports.
- Prepares various in-house operating reports.
- Performs backflushing.
- Operates emergency generators.
- 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 data reporting, assembly, evaluation and archiving.
- 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 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 and document shift operations.
- Ability to train, lead or supervise plant maintenance and operations and submit reports.
- Ability to learn the procedures and techniques involved in automated process control.
- Ability to display, view and interpret digital and analog data/signals from a computer system; to make adjustments to production/distribution /treatment/collection systems as necessary; to input follow-up data into the computer system, and to generate required reports.

For official use only

Revised	EEOC Code	Overtime Code
8/12	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 its equivalent and at least 3 years experience in the performance of process control including the performance of operational control tests and evaluation and interpretation of the test results; preparation of plant process control reports, logs or records; analysis and disposal or distribution of the plant product and the residuals from the treatment process; and control of the hydraulic system and necessary chemical adjustments; water distribution system operation and maintenance; sample collection and analysis; electronic surveillance system monitoring, and plant maintenance. Education or experience must include team leader, supervisory, 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.
- 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.
- 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.

For official use only

Revised	EEOC Code	Overtime Code
8/12	Technicians	Classified