

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

SUBJECT: Title Changes, Revisions, Deletion and Re-Instatement of Class Specifications

DATE: October 19, 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.

TITLE CHANGES

| <u>SPEC NO.</u> | <u>PRESENT CLASSIFICATION</u> | <u>RECOMMENDED CLASSIFICATION</u> | <u>PG</u> |
|------------------------|--|--|------------------|
| 13562 | Senior Spray Tech | Spray Tech, Senior | CL9 |
| 10234 | DRS Plans Coordinator | BDRS Plans Coordinator | CL15 |
| 16600 | Senior Public Works/Utilities Field Insp | Public Works/Utilities Fld Insp, Sr | CL16 |
| 02434 | Senior Environmental Specialist | Environmental Spec, Senior | CL18 |
| 10276 | Division Manager, Building/DRS | BDRS Division Manager | SM4a |

REVISIONS

| <u>SPEC NO.</u> | <u>TITLE</u> | <u>PG</u> |
|------------------------|----------------------------------|------------------|
| 15830 | Risk Management Specialist | CL16 |
| 15832 | Risk Management Specialist, Lead | CL17 |

DELETION

| <u>SPEC NO.</u> | <u>TITLE</u> | <u>PG</u> |
|------------------------|-----------------------------------|------------------|
| 18490 | Records Management Technician, Sr | CL11 |

RE-INSTATEMENT

| <u>SPEC NO.</u> | <u>TITLE</u> | <u>PG</u> |
|------------------------|----------------------------------|------------------|
| 22310 | Equipment Acquisition Specialist | CL17 |

PR/JL/gjc
 Doc ID: Hskpg Nov 2012

SPRAY TECHNICIAN, SENIOR

| Job Code | Pay Grade |
|----------|-----------|
| 13562 | CL9 |

Nature of Work

This is full performance skilled technical work involving the full range of chemical and other eradication methods for surveillance and abatement of mosquitoes and/or weed/aquatic weed/invasive plant and pest control. Employees in this class have the primary duty of applying chemicals, following approved techniques, to maintain effective control of mosquitoes, undesirable pests or vegetation and preventing damage to adjacent vegetation or harm to animal or marine life. Duties include performing normal maintenance associated with spraying activities; leads employees assigned to assist in overall spray or other departmental operations and may include routinely working on weekends and holidays.

Minimum Qualifications

- Possession and maintenance of prerequisite job task related licenses or credentials, if any (listed below), plus 2 years experience in weed and/or pest control spraying or abatement, industrial or commercial chemical spraying; 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.
- Depending on job tasks, candidates may be required to possess as a condition of employment any combination of the following job related qualifications:
 - Florida Public Health Pest Control License
 - Florida Public or Commercial Restricted Use Pesticide Applicators license with certification in one or more of the following categories:
 - Aquatic Weed Control
 - Right-of-Way Pest Control
 - Ornamental and Turf Pest Control
 - Natural Areas Weed Management
 - Demonstration and Research(SPECIAL NOTE: As a condition of employment, an Appointing Authority has the discretion to require the appointee to possess task related license(s) or qualifications directly related to the job as a prerequisite to appointment or may require appointee to acquire those qualifications or license(s) prior to the completion of the probation period or a period of time not to exceed 1 year as determined appropriate.)
- A Spray Technician incumbent is eligible for noncompetitive career ladder advancement to Spray Technician, Senior at the discretion of the Appointing Authority.
- 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.)

- Monitors assigned areas for mosquito breeding sites or adult activity.
- Independently performs complex assignments; leads and trains others to complete assignments.
- Operates mosquito control larviciding and adulticiding equipment, utilizing proper abatement techniques.
- Performs chemical/mechanical control of aquatic weeds in mitigation areas.
- Determines appropriate time and schedule for spraying based on growth season characteristics, condition of water and/or soil to be treated, weather conditions, wind and other variables.
- Selects and mixes appropriate chemical agents considering infestation, environment and vegetation.
- Performs adult and larvae mosquito surveillance using visual observation, dipping, mosquito landing counts or CDC and New Jersey light traps and is responsible for proper maintenance of this equipment.

SPRAY TECHNICIAN, SENIOR (continued)

| Job Code | Pay Grade |
|----------|-----------|
| 13562 | CL9 |

Illustrative Tasks (continued)

- Operates spray equipment using proper application techniques and procedures.
- Operates and maintains equipment used in chemical treatment operations including trucks, boats, motors and various types of spray apparatus.
- Performs basic grounds and irrigation-associated maintenance duties such as mowing, landscaping, ditch digging and shrub removal.
- Assists in aerial spray operations, operates helicopter service truck and loads helicopter with insecticide.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of procedures, techniques and equipment used for mosquito and/or weed and pest control.
- Knowledge of aquatic weed biology and the ability to identify desirable and undesirable species.
- Knowledge of chemicals used in herbicide and pesticide applications.
- Knowledge of the biology of mosquitoes and other pests.
- Knowledge of common indigenous pests, aquatic plants and undesirable weeds.
- Knowledge of general water and air pollution standards.
- Skill in the operation and maintenance of spray equipment and apparatus.
- Ability to maintain and repair applicator/spray equipment and parts such as nozzles, pumps, meters, connections, tanks and seals.
- Ability to lead and train others to perform spray tasks.
- Ability to meet and deal with the public in a courteous, confident and tactful manner when investigating and replying to complaints and inquiries.
- Ability to recognize safety hazards and apply appropriate safety precautions during spray operations.
- Ability to do heavy manual labor for extended periods, occasionally in adverse weather conditions.

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| Revised | EEOC Code | Overtime Code |
|---------|-------------|---------------|
| 3/09 | Technicians | Classified |

BDRS PLANS COORDINATOR

| Job Code | Pay Grade |
|----------|-----------|
| 10234 | CL15 |

Nature of Work

This is advanced technical and semi-professional level administrative work implementing and coordinating important Building and Development Review Services Department (BDRS) steps required by Pinellas County. The incumbent analyzes applications and resolves issues in coordination with the Pinellas County development review approval process and may include technical engineering and other requirements related to public works and engineering project planning subject matters. The principal function of the position is to coordinate site plan review caseloads within the organization or between numerous departments and outside agencies to ensure efficient, effective, and timely reviews of development projects in unincorporated Pinellas County or other assigned jurisdictions. The position applies important County Ordinances and other administrative policies and requirements. The incumbent represents Pinellas County on site plan and permit related issues and maintains responsibility for coordinating efforts with other staff on both routine and highly complex submittals to ensure that important requirements and deadlines are met. The incumbent may act to represent the organization on site plan issues and is responsible to consult with and give authoritative guidance to individuals and the applicants on significant site plan policies and requirements. The incumbent works with individuals at all levels of responsibility from management, industry professionals, and citizens on permit applications, development/zoning/engineering policies, and procedures. Work is performed with considerable independence on program matters but problems encountered of an unusual nature are referred to more senior officials. The position reports to a manager, supervisor or designee.

Minimum Qualification Requirements

- 5 years applying zoning/engineering related requirements in major construction programs, major site developments or various applications of zoning/engineering regulations and activities; or
- Associate's degree with course work in planning, engineering, public administration, construction management, or related field and 3 years experience as described above; or
- Bachelor's degree and 1 year 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Reviews full range of site plans including commercial development and prepares written comments relative to BDRS ordinances, resolutions, policies and procedures that involve approval of plats submitted for compliance with applicable site plans and zoning/engineering requirements.
- Ensures desired BDRS process outcomes, timelines and intra and inter agency coordination (i.e., fire, electric, schools, etc.) requirements and deadlines are achieved, as well as conducts or participates in pre-application site plan review meetings with contractors, developers, engineers and the general public for zoning/engineering compliance purposes.
- Participates on various office automation initiatives and activities, plus reviews and approves changes and updates to the BDRS GIS related database information resolving conflicts from various sources of information, including changes and updates to future land use maps.
- Analyzes routine and complex zoning/engineering applications and completes analysis to recommend site plan approval or disapproval to authorities.
- Reviews and ensures applications address detailed requirements when applicable, such as plotting, risk management, construction bonds or other special details necessary to meet application and permit requirements.

BDRS PLANS COORDINATOR (continued)

| Job Code | Pay Grade |
|----------|-----------|
| 10234 | CL15 |

Illustrative Tasks (continued)

- Identifies zoning/engineering violations for field staff, law enforcement and /or the general public as well as determines fees.
- Researches various zoning/engineering application fees and computes charges, impact fees, etc., based upon BDRS policies, precedents, and schedules.
- Coordinates other department reviews such as structural plans for commercial development to determine compliance with the approved site plans.
- Supports and assists other technical, professional, and management officials to communicate program policies and directions on routine, as well as special projects.
- Maintains important system of records pertaining to walk-thru site plans and other technical and public records.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the Pinellas County zoning/engineering matters and related administration and enforcement including related codes, ordinances, regulations, policies and procedures.
- Knowledge of government construction plan regulations, requirements, and specifications applicable to public or private construction.
- Knowledge of principles, practices, techniques and instruments of engineering, drafting and survey.
- Knowledge of office procedures and ability to research and maintain appropriate public records.
- Ability to analyze and apply basic measurements and mathematical computations to construction plans and projects.
- Ability to apply and administer site plan review policies and to analyze special event applications for required permits.
- Ability to apply basic computer applications, software, computer maps, automatic permit systems, and various other computer software packages, such as Microsoft Office Suites.
- Ability to conduct field inspections and to determine facts through investigation.
- Ability to troubleshoot as a lead worker and coordinate complex work issues within and between various departments.
- Ability to interact positively with customers under pressure meeting deadlines and to explain reasons for regulations, firmly tactfully, and impartially to the general public.
- Ability to perform technical measurements and complete mathematical computations when analyzing and evaluating construction plans and engineering drawings.
- Ability to read and interpret construction drawings, blueprints, building, and research development plans including platting and mapping to specifications and legal documents as well as identify deviations from published requirements.
- Ability to read and use planimetric maps, aerial photographs, engineering scales, and other related graphic aids.
- Ability to communicate clearly, orally and in writing, to citizens, technical, and administrative staff.
- Ability to work independently and to troubleshoot and resolve complex technical and administrative public or private building, construction, and government permit related issues.

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| Revised | EEOC Code | Overtime Code |
|---------|---------------|---------------|
| 11/12 | Professionals | Classified |

PUBLIC WORKS/UTILITIES FIELD INSPECTOR, SENIOR

| Job Code | Pay Grade |
|-----------------|------------------|
| 16600 | CL16 |

Nature of Work

This is advanced technical engineering work involving inspection of major, high dollar public works, utilities, and building construction projects. Employees in this class represent the county during all phases of construction of major public works projects and inspects for compliance, practices and procedures. 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 assigned area. The position reports to a manager, supervisor or designee.

Minimum Qualification Requirements

- 4 years experience in public works, utilities or building construction that requires the candidate to demonstrate and apply occupation related technology including computer applications and software to complete regular and special assignments; 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.
- Certification in Florida Department of Transportation Maintenance of Traffic, International Municipal Signal Association (IMSA), IMSA Signals, IMSA Signal Inspection, IMSA Signs & IMSA Markings, and/or IMSA Roadway Lighting.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Participates in technical meetings with engineers, architects and contractor representatives from pre-construction bidding through project completion.
- Reviews architectural and/or engineering plans and specifications for code compliance, construction feasibility and utility.
- Performs continuous technical field inspections on major construction projects and may supervise inspectors in specific disciplines or on very large projects, including cross connection inspections.
- Interprets specifications to clarify intent or objective and prepares and maintains technical and cost records or reports.
- Expedites construction through advice and consultation services, coordination of scheduling construction tasks and inspections, and control of partial payments.
- Initiates investigations of construction problems, coordinates laboratory testing and recommends solutions and corrections to achieve final acceptance.
- Inspects utility installations for compliance with approved permits and plans including telephone, television, electricity, water, reclaim water, gas, sewage and storm sewer piping.
- Utilizes computer, copier, and fax machine to perform various office tasks.
- May act as group leader over assigned functional areas or supervise subordinate personnel engaged in technical engineering inspection activities.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of road, utilities or building construction principles, methods, materials and equipment.
- Knowledge of construction practices, material, specifications, codes and regulations related to building, utilities, street or highway construction.
- Knowledge of local, state, and federal drinking and reclaimed water regulations.
- Knowledge of cross connections and backflow prevention.

PUBLIC WORKS/UTILITIES FIELD INSPECTOR, SENIOR (continued)

| Job Code | Pay Grade |
|-----------------|------------------|
| 16600 | CL16 |

Knowledge, Skills, and Abilities (continued)

- Ability to read and interpret construction specifications, blueprints and plans and to recognize deviations from such plans during construction.
- Ability to diagnose defects and hazards in building, utilities, and public works construction projects.
- 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.

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| Revised | EEOC Code | Overtime Code |
| 1/11 | Technicians | Classified |

ENVIRONMENTAL SPECIALIST, SENIOR

| Job Code | Pay Grade |
|----------|-----------|
| 02434 | CL18 |

Nature of Work

This is specialized professional and technical work in supervising or independently performing functions involved in an environmental land use management, air, water or ground water pollution control program, hazardous/toxic material management program, lake management, managed marsh area mosquito source reduction projects, or supporting the educational activities and programming of the various Environmental Education Centers. Promotion to this level within the Environmental Specialist career ladder will be competitive. Work involves planning, organizing, assigning, supervising or performing a variety of specialized environmental management activities related to the protection of the county's natural resources. Work includes performing and/or supervising employees engaged in scientific studies and regulatory compliance monitoring and the enforcement of national, state and local environmental laws, ordinances, codes and regulations. Duties include responsibilities for independent research and complex studies of environmental land use management; air or water quality assessment, regulatory compliance and enforcement requiring considerable independence and judgment; research on complex public health and environmental programs, as well as bio-assessment, vegetation and mosquito programs and the development and implementation of the Education Centers' cultural and ecological programs.

Minimum Qualification Requirements

- 7 years of professional level experience in the assigned field of environmental management; or
- 4 year college or university with major course work in physical, natural or biological science, anthropology, ecology, environmental engineering, or related field, and three (3) years of professional level experience in the assigned field of environmental management; 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.
- Employee be a non-smoker and submit to periodic physical examinations for medical monitoring.
- Ability to swim and operate small watercraft.
- The following State Licenses: Florida Public Health Pest Control, Aquatic Weed Control and Right-of-Way Control within one year of hire.
- Some supervisory or lead worker experience.

Field work may take place under difficult environmental conditions such as exposure to poisonous plants and animals, and/or work in hot, rainy and /or wet conditions.

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

- Plans, organizes, assigns and supervises a technical and professional staff, or independently performs work within a specialized section of environmental management involving land use permitting, environmental impact assessment, and air or water quality regulatory compliance and enforcement.
- Conducts independent studies and research on complex public health and environmental problems, grant applications, land use development, bio-assessments, vegetation analysis, mosquito analysis, and related areas and prepares complex and comprehensive environmental assessment reports.
- Reviews and determines proper interpretation of laws, rules and regulations affecting environmental management.
- Conducts independent research to identify regional environmental and land management based clients and develop an educational/marketing strategy to promote both the mission of the Education Centers and secure facility rentals as directed by the BOCC.

ENVIRONMENTAL SPECIALIST, SENIOR (continued)

| Job Code | Pay Grade |
|----------|-----------|
| 02434 | CL18 |

Illustrative Tasks (continued)

- Makes presentations to the various public and private organizations and coordinates with various local, state and federal regulatory agencies.
- Researches and develops various reports and assists with administrative work relating to environmental regulation compliance and enforcement.
- Supervises and participates in the operation of a computerized information system and performs related duties which include use of operating system and statistical programs, system maintenance, software programming and/or re-programming functions.
- Administers the enforcement of established environmental regulations and reviews compliance test results and reports submitted by permit applicants and test consultants.
- May appear as an expert witness in court cases.
- Develops, implements and teaches innovative cultural and ecological programs.
- Researches and writes grant proposals to support the various Educational Centers' educational and interpretive programs.
- Establishes working relationships with regional environmental and land management based clients with the intent to secure additional funding for center events and programs.
- Plans and implements outreach strategies for special targeted groups and the general public.
- Coordinates programs and teacher workshops with local public and private school systems as well as community groups.
- Coordinates the activities of volunteer personnel as needed within the section or department.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles, practices and methods of environmental management.
- Knowledge in specialized area of assignment.
- Knowledge of national, state and local environmentally related laws, ordinances, codes and regulations.
- Knowledge of advanced mathematics, natural, physical and biological sciences and computer technology.
- Knowledge of scientific research and writing techniques including the use of automated systems for statistical analysis of research data.
- Knowledge of OSHA regulations and recognized safety procedures and practices for fieldwork.
- Knowledge of ecology and the history of the indigenous peoples of Florida.
- Knowledge of Florida's ecosystems and the ability to design interpretive materials.
- Knowledge of learning theory, group dynamics and interpretation techniques.
- Ability to advertise and promote educational programs within the department's various Education Centers.
- Ability to present ideas and findings clearly and concisely in written, oral and graphic form.
- Ability to supervise and train subordinate staff, participate in complex studies, analyze information and formulate substantive recommendations based upon findings.
- Ability to plan and carry out detailed environmental assessments of proposed developments, ascertain environmental impact, and determine regulatory compliance.
- Ability to plan and execute environmental services related to surface water quality, ground water, hazardous or toxic materials management, land use management, and air quality.
- Ability to testify in court as an expert witness.

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

BDRS DIVISION MANAGER

| Job Code | Pay Grade |
|----------|-----------|
| 10276 | SM4a |

Nature of Work

This is highly responsible administrative and supervisory work managing technical and administrative personnel involved in performing complex strategic processes for projects that are the responsibility of the Building and Development Review Services Department (BDRS) as well as related departmental functions. Employees in this classification are responsible for managing staff in areas of assignment including site plan review, permitting applications and reviews, building code compliance, land development, construction, alteration, repair and growth management. Work involves a high degree of technical knowledge and exercises considerable independence when interpreting codes, regulations, and ordinances pertaining to departmental assignments. Incumbent is expected to exercise wide latitude in determining methods and held accountable for attaining mission objectives. The position reports to the Director.

Minimum Qualification Requirements

- 8 years technical, administrative, and leadership experience in land development, structural engineering, architecture, plan review, or related field that includes 2 years supervision; or
- Associate's degree and 6 years experience as described above; 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 endorsements, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to obtain certification as a Building Official by the State of Florida Department of Business and Professional Regulation within 6 months of appointment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Reviews and obtains proper interpretations of laws, rules and regulations affecting land development.
- Ensures enforcement of, and explains codes and regulations to subordinates, contractors, architects, and the general public.
- Supervises and coordinates activities of all inspection programs for code compliance.
- Coordinates and supervises the activities of the plan review, field inspection, and permit issuance sections.
- Coordinates work activities and work programs of the BDRS Department with other county work programs and projects where applicable.
- Reviews and prepares work procedures, work schedules; monitors and promotes positive workflow.
- May interact with other municipal officials for concurrence requirements relative to county provided services.
- Coordinates reviews of Development of Regional Impact with county staff, the Tampa Bay Regional Planning Council and the Florida Department of Community Affairs. Tasks may include negotiation of development order conditions or requirements within delegated authority by the County Administrator.
- Assists in or recommends the development of new policies, regulations and ordinances related to development review, growth management and issuance of permits.
- Advises staff on implementing and following new procedures, policies, regulations and ordinances as directed by the County Administrator through the director.
- May be required to prepare and deliver speeches to business, professional, civic and neighborhood groups and associations.
- Assists with the preparation of the budget for the BDRS Department.
- Makes procedural and operational recommendations to the Director.

BDRS DIVISION MANAGER (continued)

| Job Code | Pay Grade |
|----------|-----------|
| 10276 | SM4a |

Illustrative Tasks (continued)

- Administers and recommends suitable training programs for subordinate personnel.
- Administers and follows necessary departmental rules, regulations and county policies.
- Investigates personnel problems that may arise from time to time and recommends solutions.
- Confers with technical engineering personnel, and supervises the review of plans and specifications for industrial, commercial, and residential construction or alteration of such structures.
- Confers and corresponds with architects, building owners, and contractors concerning questions arising in checking of plans.
- Issues written and oral instructions; assigns duties and reviews work for accuracy.
- Assists in the administration of the Advisory and Examining Boards.
- Performs related work as assigned or required

Knowledge, Skills, and Abilities

- Knowledge of modern building construction practices, methods, systems, materials and equipment.
- Knowledge of local, state, and federal building, plumbing, roofing, electrical and mechanical codes, ordinances, and related regulations.
- Knowledge of modern developments, current literature, and sources of information in the field of building construction and inspection.
- Knowledge of development codes, regulations, ordinances and policies.
- Ability to apply computer applications and software.
- Ability to supervise and coordinate the work of skilled technical, professional, and clerical workers performing varied tasks in specified area of assignment.
- Ability to read and interpret plans, blueprints, and specifications to determine conformity with established regulations and skilled techniques for the field inspection of buildings and other structures.
- Ability to prepare and present technical reports as required.
- Ability to enforce regulations with firmness, tact and impartiality.
- Ability to establish and maintain effective working relationships with contractors, builders, fellow employees and the public.
- Ability to interpret and administer, within delegated authority, applicable legislation, rules and regulations.
- Ability to recommend, prepare or assist in the preparation of new rules and regulations affecting land development.
- Ability to present ideas and findings clearly and concisely to the public, various civic organizations, committees and panels.
- Ability to coordinate and supervise special research projects and provide recommendations in documented written form.
- Ability to speak extemporaneously on subjects related to land development codes, processes and procedures, permitting, zoning, growth and development.

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| Created | EEO Code | Overtime Code |
|---------|----------------------|---------------|
| 12/07 | Officials & Managers | Exempt |

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 county 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. Position must use discretion in critical decisions, such as when it is necessary for the employee to go to a site and provide safety expertise, when to alert regulatory agencies such as the Department of Environmental Protection (DEP), and when a risk is so hazardous that an operation must be temporarily halted.

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.)

- 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 assure 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 secure 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 of safety and risk management subjects.

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| Revised | EEOC Code | Overtime Code |
|---------|---------------|---------------------|
| 11/12 | Professionals | Classified/Excluded |

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 county 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. Position must use discretion in critical decisions, such as when it is necessary for the employee to go to a site and provide safety expertise, when to alert regulatory agencies such as the Department of Environmental Protection (DEP), and when a risk is so hazardous that an operation must be temporarily halted.

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 lower level employees 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 assure 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.

RISK MANAGEMENT SPECIALIST, LEAD (continued)

| Job Code | Pay Grade |
|----------|-----------|
| 15832 | CL17 |

Illustrative Tasks (continued)

- 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 secure 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 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 and 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 of safety and risk management subjects.

For official use only

| Revised | EEOC Code | Overtime Code |
|---------|---------------|---------------------|
| 11/12 | Professionals | Classified/Excluded |

EQUIPMENT ACQUISITION SPECIALIST

| Job Code | Pay Grade |
|----------|-----------|
| 22310 | CL17 |

Nature of Work

This is specialized technical work preparing procurement specifications relating to the purchase of various types of vehicles and heavy equipment. Employees in this class coordinate and monitor the purchase, utilization, and disposition of fleet mechanical equipment and rolling stock. Duties involve management and operation of the Vehicle Replacement Program (VRP), development of the annual replacement budget, discussions with user departments, agencies, and directors to determine vehicle and heavy equipment work requirements and usage, development of specifications which best reflect and meet the work requirements of the respective user departments and agencies, and lastly, but not limited to, ongoing interaction with the Purchasing Department for the timely procurement and delivery of approved vehicles and equipment.

Minimum Qualifications Requirements

- 5 years of experience involving the preparation of specialized and general vehicle and equipment specifications and the corresponding replacement analyses and budgets for the procurement of vehicles, heavy trucks, and specialized equipment; 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.)

- Manages and administers the county's Vehicle Replacement Program (VRP).
- Prepares specifications for the procurement of automobiles, heavy trucks, and specialized equipment.
- Develops annual vehicle and equipment replacement budget.
- Establishes requisitions for the procurement of equipment and vehicles.
- Receives and inspects equipment for compliance with procurement specifications.
- Approves vehicle and equipment purchases for payment upon procurement inspection and acceptance.
- Coordinates with the Purchasing department, suppliers, vendors, and manufacturer/company representatives on matters germane to equipment acquisition.
- Coordinates the reassignment and disposition of fleet equipment and rolling stock.
- Provides input on matters relating to equipment modification and design and maintains an equipment specification and technical reference library.
- Maintains a high degree of knowledge currency in areas relating to available equipment and peripheral hardware that supports and fosters unit efficiency and effectiveness.
- Provides semiannual utilization reporting to department directors and County Administration.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of governmental purchasing methods and procedures and laws, rules, regulations and accounting principles related to equipment procurement.
- Knowledge of governmental methods and procedures related to formal bid procedures and recommendations for bid awards.
- Knowledge of departmental accounting methods and procedures.
- Knowledge of disposition procedures related to government equipment.
- Ability to prepare specialized equipment specifications, bids and contracts.
- Ability to interpret market prices or trends, as it relates to vehicle and equipment acquisition and disposition.
- Ability to prepare and interpret advanced spreadsheets in Microsoft Excel.

For official use only

| Re-instated | EEOC Code | Overtime Code |
|-------------|-------------|---------------------|
| 11/12 | Technicians | Classified/Excluded |