Welcome to Pinellas County Utilities

Your Career Begins Here!
Who are we? Pinellas County Utilities is a public service organization that provides vital products and services to its customers: the residents and visitors of Pinellas County. Our goals are to exceed customer expectations, efficiently deliver first class services to our customers, be responsible stewards of our resources, and recruit a diverse and talented workforce.

What do we do? Pinellas County Utilities provides safe drinking water and effective sewer service to over one million residents and visitors each day. Major departmental functions include: customer & field services; potable water supply & distribution; water quality; wastewater collection & treatment; and reclaimed water supply & distribution. Utilities manages vast amounts of infrastructure to provide quality services to our customers. See infographic on page 3.

What’s our vision? To be the standard for public service in America — Your knowledge, abilities and out-of-the-box ideas can help us be bolder, more innovative and industry leaders!

What are some advantages to joining Pinellas County Utilities?
• Competitive salary
• Health, medical and dental benefits
• Great retirement options and part of the Florida Retirement System (FRS)
• Tuition reimbursement
• Career advancement opportunities
• Generous annual leave and paid holidays
• Satisfaction in providing vital services to the community

Join our winning team! More detailed job information and a complete listing of current available positions can be obtained through the following sources:

• Visit https://employment.pinellascounty.org, click on the Search button under Search Openings for the complete listing of current Pinellas County job opportunities.

• Visit or call: Pinellas County Human Resources
  County Annex Building, Room 121
  400 S. Fort Harrison Ave., Clearwater, FL 33756
  Phone: (727) 464-3367 TDD: (727) 464-4063

Have you ever wondered how all those things you learned in school will pay off?

We just might have the answer for you!
Pinellas County Utilities manages vast amounts of infrastructure to provide safe drinking water and effective sewer service to more than

**112,900 Water** & **83,000 Sewer Accounts.**

**Pipes**

- **Potable** water is drinking water. It’s safe to drink and use to prepare food.
- **Force mains** move wastewater under pressure by using pumps or compressors located in lift stations.
- **Gravity** sewer piping consists of a large network of underground mains that rely on gravity to convey storm water and wastewater from homes and businesses to a central treatment plant.
- **Reclaimed** water (recycled water) is wastewater (sewage) that is treated to remove solids and impurities, and used in sustainable landscaping irrigation, to recharge groundwater aquifers, to meet commercial and industrial water needs.

**1 Water Plant**

**2 Water Reclamation Plants**

Treat & Distribute **50 Million** Gallons of Drinking Water Daily

That’s enough water to fill 75 olympic-sized pools.

**23,127** Manholes

**8,021** Hydrants

**299** Pump Stations

**31** Wholesale (23 potable/5 reclaimed/3 sewer)

**112,900** Retail Meters

For more information

Pinellas County Utilities Customer Service
(727) 464-4000 • www.pinellascounty.org/utilities
A selection of Utilities career options with salary ranges to consider:

<table>
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<th>Position</th>
<th>Salary range*</th>
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<tbody>
<tr>
<td>Accounting &amp; Finance Technician</td>
<td>$34,000 – 52,000</td>
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<tr>
<td>Administrative Support Specialist</td>
<td>34,000 – 52,000</td>
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<tr>
<td>Craftworker</td>
<td>30,000 – 47,000</td>
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<tr>
<td>Customer Services Analyst</td>
<td>37,000 – 58,000</td>
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<tr>
<td>Electrical/Mechanical Technician</td>
<td>35,000 – 75,000</td>
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<td>Electronic Equipment Technician</td>
<td>39,000 – 77,000</td>
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<tr>
<td>Engineering Specialist</td>
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<td>Field Inspector</td>
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<td>Hydrogeologist</td>
<td>58,000 – 96,000</td>
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<tr>
<td>Maintenance</td>
<td>22,000 – 37,000</td>
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<tr>
<td>Maintenance Supervisor</td>
<td>45,000 – 71,000</td>
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<tr>
<td>Meter Reader</td>
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<td>Office Specialist</td>
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<td>SCADA Support Coordinator</td>
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<td>Utilities Chemist</td>
<td>39,000 – 75,000</td>
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<td>Water Quality Management Specialist</td>
<td>39,000 – 75,000</td>
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<td>Water/Wastewater Plant Operator</td>
<td>35,000 – 89,000</td>
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</tbody>
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*Salary ranges are approximate and may include multiple levels within that classification.
Some employment positions may require an academic degree. However, all candidates considered may apply an equivalent combination of education, training and/or experience.
Job descriptions are not all inclusive. Complete descriptions are available online:
www.pinellascounty.org/hr/compensation/pcalph.htm
Accounting & Finance Technician
Do you like working with numbers? Enjoy complex accounting and financial work? Positions in this class provide support services in the maintenance and processing of accounting or financial matters and statistical records that are part of a more complex computer automated recordkeeping system. Duties typically include reconciling a variety of agency or departmental accounts, preparing reports, forms or formats for reporting plus retaining data and preparing and processing accounting records, statements or transactions using a variety of accounting support systems and documentation.

Minimum Qualifications: 2 years experience in government accounting, bookkeeping, purchasing, or finance support and practical use of computer equipment; or Associate’s degree (or 2 years of other related college level education) in accounting, business administration or related field and practical use of computer equipment; or an equivalent combination of education, training and/or experience.

Administrative Support Specialist
In this position, you will have full departmental responsibility for ensuring that the administrative areas of assignments are completed in accordance with laws and policies. You will regularly develop work processes and procedures, and may serve the administrative needs of several managers or supervisors. An employee in this classification exercises a high degree of independent judgment and is required to have an extensive working knowledge of departmental operations, and in particular, the area of assignment.

Minimum Qualifications: 3 years of clerical experience preparing, processing, and maintaining administrative records; or Associate’s degree in a related field plus 1 year experience preparing, processing, and maintaining administrative records; or an equivalent combination of education, training, and/or experience.

Craftworker 1
This position requires general skills in construction, maintenance, and/or the repair of facilities, buildings, equipment and devices. Abilities in craft, trade, maintenance, facility or other specialized fields are needed. Duties include ensuring tools, materials and necessary resources are available to perform and complete assigned tasks.

Minimum Qualifications: 2 years of skilled craft or trade experience in the direct line of work; or completion of a 2 year vocational or technical school program with a diploma or certification in the direct line of work or related field; or an equivalent combination of education, training, and/or experience.
Customer Services Analyst

Do you like have a flair for problem-solving and managing customer relationships? An employee in this position researches and solves high level, escalated problems via mail, web and phone. This position proactively manages commercial customer accounts and acts as liaison between the Utilities customer services area and local cities, while developing customer service strategies and service levels, including development of Web-based customer service programs. This position may also serve in a quality assurance function by monitoring calls which may include listening to, recording and/or transcribing calls for purposes of training, maintaining security, and assuring high levels of service to current and potential customers.

**Minimum Qualifications:** 4 years analytical automated billing, collection, fiscal records, audit, accounting, finance, customer relations, purchasing matters that includes lead responsibility for responding to customer requests and problems or related field; or Associate’s degree in business, finance, accounting, public relations or a related field and 2 years experience as described above; or Bachelor’s degree as described above or in a related field; or an equivalent combination of education, training, and/or experience.

Electrical/Mechanical Technician 1

Do you consider yourself mechanically inclined? Do you have an interest in electrical and mechanical infrastructure? The electrical/mechanical technician specializes in the installation, modification, fabrication, repair and maintenance of electrical and/or heavy mechanical equipment and systems. This equipment is used in the treatment and transmission of drinking water, wastewater and distribution of reclaimed water. Knowledge of electrical, plumbing, welding and other trades may be utilized on the job. Advancement opportunities are possible to the electrical/mechanical 2 and senior positions.

**Minimum qualifications:** Completion of a 2 year technical or vocational program in mechanical skilled or electrical trades in the assigned electrical/mechanical field; or 2 years of journeyman experience in the maintenance and repair of heavy mechanical equipment and machinery in the assigned electrical/mechanical field; or an equivalent combination of training, education, and/or experience.
Electronic Equipment Technician 1

This is full performance level work performing as an electronic equipment technician. Work specializes in the installation, repair and maintenance of electronic instrumentation and control systems for county properties, facilities, equipment and lines or devices in public utilities systems. This position uses specialized electronic equipment in production treatment and transmission of potable water, wastewater and distribution of reclaimed water. Advancement opportunities are possible to the electronic equipment technician 2 and senior positions.

**Minimum Qualifications:** Completion of a 2 year certification program in a directly related vocational or technical training program, or 2 years of highly automated computer based electronics instrumentation installation, maintenance, and repair experience; or an equivalent combination of education, training, and/or experience.

Engineering Specialist

If you have a passion for engineering, this technical position is ideal for those who enjoy preparing and reviewing plans, designs and specifications. Civil engineering skills will be put to use in this job and the addition of a professional engineering certificate opens the door for additional advancement—in which the employee would perform as an engineer of record. Advancement opportunities are possible to the engineering specialist 2 and 3 positions.

**Minimum Qualifications:** 5 years experience in the use of AutoCAD systems including 3 years experience in engineering design, or 5 years related experience in transportation, electronics or computer systems operations, or graduation from an accredited college or university with major course work in civil engineering with a basic understanding of the use of CAD systems; or an equivalent combination of education, training and/or experience.

Field Inspector 1

Do you have an eye for details? This is technical engineering work involving inspection of a wide variety of utilities projects. This position requires detailed knowledge of water distribution and backflow prevention, sewer transmission and related projects and procedures. Advancement opportunities are possible to the field inspector 2 and 3 positions.

**Minimum Qualifications:** 2 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.
Hydrogeologist

Have you ever wondered what happens to water when it goes into the ground? As a hydrogeologist you will discover the exciting world “down under.” This highly technical position studies the relationships of geologic materials and water. This professional scientific work requires a high level of experience and expertise in managing, coordinating and performing complex hydrological, geotechnical, geological and hydrogeological projects on behalf of the county’s drinking water and wastewater.

**Minimum Qualifications:** 4 year college or university with major course work in geology or environmental engineering or related field, and 5 years of professional level experience in geology and hydrogeology and certification as a Professional Geologist; or an equivalent combination of education, training and/or experience.

Maintenance 1

This position is semi-skilled manual labor work in the construction, maintenance and repair of utilities collection, transmission and distribution systems. You may perform a variety of manual labor tasks as part of a crew and independent judgment may be required in assigned work. Work is performed under varying situations as well as adverse weather conditions. Advancement opportunities are possible to the maintenance 2, crew leader, section manager and supervisor positions.

**Minimum Qualifications:** Completion of the ninth school grade; or 6 months laborer, groundskeeping or field trades related work; or an equivalent combination of education, training, and/or experience.

Maintenance Supervisor

If you have the ability to lead and work with people effectively, consider this administrative and supervisory work coordinating multiple utilities field maintenance and repair crews. Duties are highly independent in nature and require a large amount of public contact and coordination with other governmental entities.

**Minimum Qualifications:** Possession and maintenance of a valid Level 2 Water Distribution System Operator License or a Florida Water and Pollution Control Operators Backflow Prevention Assembly Testing Certification (depending on area of assignment) plus 5 years of supervisory experience in public works or utilities construction, maintenance or major repair; or an equivalent combination of education, training, and/or experience.
**Meter Reader 1**

Do you enjoy and prefer to work outdoors? This position is responsible for accurately reading and recording customers’ water consumption using electronic meter reading devices for jurisdictions serviced by the county utility system. A meter reader 1 operates and reads electronic devices requiring some data entry of codes, conditions and comments. Work includes occasional public contact in such matters as replying to requests, receiving complaints, and making simple investigations and communication on assignments. Advancement opportunities are possible to the meter reader 2, senior and supervisor positions.

**Minimum Qualifications:** 1 year of experience in public contact related work; or 1 year of post high school technical or college level courses; or an equivalent combination of education, training, and/or experience.

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**Office Specialist**

Do you have the skill sets to resolve customer issues with courtesy and tact? As an office specialist, you are responsible for evaluating situations, providing the most useful and appropriate information, and explaining the procedures and functions of various county departments in general terms.

**Minimum Qualifications:** 2 years of office support experience dealing with administrative matters, customer accounts, and service problems, general clerical and experience in the use of computers and general office equipment; or Associate's degree, trade school, or vocational training degree, diploma, or certificate that includes training or experience as described above; or an equivalent combination of education, training, and/or experience.
SCADA Support Coordinator

If you have the technical abilities to program and troubleshoot, this position may interest you. It involves the design and development of process control applications of the countywide Supervisory Control and Data Acquisition (SCADA) system, following established laws and procedures. The SCADA support coordinator solves a variety of complex problems in the absence of technical guidelines or precedents; writes standard documentation using established formats, or documents work performed, actions taken or results, and discusses detailed information. This position works to improve existing systems/procedures that periodically result in new ideas or approaches of considerable significance.

Minimum Qualifications: Associate’s degree in Computer Science, Engineering Science, Chemistry or a related field and one year experience in process control/automation systems; or an equivalent combination of education, training, and/or experience.

Utilities Chemist 1

Does the composition of drinking water, wastewater and reclaimed water tap into your scientific curiosity? A Utilities chemist performs professional scientific work involving chemical, biological, microbiological and physical analysis of fluids and/or solids. This position requires a high level of precision and accuracy to ensure quality assurance compliance. Advancement opportunities are possible to the utilities chemist 2 and senior positions.

Minimum Qualifications: Bachelor’s Degree in chemistry, bacteriology, biology, or related discipline; or an equivalent combination of education, training and/or experience.
Water Quality Management Specialist 1

This position specializes in collecting and analyzing county water resources including drinking water, groundwater, surface water, wastewater and reclaimed water. The water quality management specialist ensures compliance with the Clean Water Act and the Safe Drinking Water Act by monitoring, inspecting, sampling and evaluating data as well as enforcing regulations and codes relating to the protection of public health and the environment. Advancement opportunities are possible to the water quality management specialist 2 and senior positions.

**Minimum Qualifications:**
Associate’s degree with major course work in environmental, physical, natural or biological science or related field plus 2 years experience in field water quality monitoring experience; or Bachelor’s degree with major coursework as described above; or an equivalent combination of education, training, and/or experience.

Water/Wastewater Plant Operator 1

Do you want the challenge of providing a vital and specialized service to your community? This position is a full performance level assignment for the drinking water and/or wastewater plant operator line of work. It involves the operation and maintenance of a variety of support system equipment, lift stations, flow meters, chemical feed systems, monitoring supervisory control and data acquisition (SCADA) systems, sampling and other related responsibilities. Advancement opportunities are possible to the water/wastewater plant operator 2, senior and chief positions.

**Minimum Qualifications:** 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; or an equivalent combination of education, training, and/or experience.
There are many career opportunities in Pinellas County Utilities—

each offering a rewarding, fulfilling and challenging future. The major service areas are water, wastewater and reclaimed water. Opportunities can also be found within essential functions such as engineering, customer service and technical support. Best of all, by working for Utilities, you’ll be providing an important public service to fellow Pinellas County residents, enhancing our community’s quality of life.

We're Hiring!

For more information and/or to sign up for job alerts, visit:

www.pinellascounty.org/hr/employment.htm
www.pinellascounty.org/utilities

Pinellas County Government | Linkedin

14 S. Fort Harrison Avenue
Clearwater, FL 33756
(727) 464-4000

EOE/AA/ADA/DFW/VP

Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled.

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